



# PHILIP MORANT

SCHOOL & COLLEGE

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good literacy skills	✓	
Good numeracy skills	✓	
Educated to NVQ Level 2 or equivalent, or has experience within an Educational setting	✓	
Good educational background	✓	
<b>Experience</b>		
Experience of working with children		✓
Line management and supervision of staff		✓
<b>Knowledge and understanding</b>		
Excellent ICT skills including good working knowledge of Microsoft Office	✓	
Working knowledge of SIMS software		✓
<b>Working with others</b>		
Ability to form effective relationships within schools and external organisations	✓	
Ability to provide professional and timely information to others	✓	
<b>General</b>		
Awareness of and promotion of equality	✓	
Good understanding of Health & Safety	✓	
Good understanding of Safeguarding procedures	✓	
Understanding of procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role, engaging in continuous development activities responding to constant changes.	✓	
Ability to effectively evaluate own performance	✓	
<b>Personal skills and attributes</b>		
Flexible and adaptable	✓	
Good communication skills	✓	
Reliable and trustworthy	✓	
Remain calm under pressure	✓	
Ability to use own initiative	✓	
Drive, energy and vision	✓	
Good organisational skills	✓	
As required by The Children Act, "have a commitment to safeguarding and promoting the welfare of children and young people; motivated to work with children; has the ability to form and maintain appropriate relationships and personal boundaries with children and young people and; has emotional resilience in working with challenging behaviours and attitudes".	✓	
Satisfactory Enhanced Disclosure and Barring Service Check	✓	