	Ess	Des	MOA*
Education, Training and Experience			
Minimum Level 3 in appropriate professional field		✓	A
5 GCSE's or equivalent including English and Maths		✓	A
Ability to use a wide range of IT software packages		✓	A
Understanding of school procedures, organisation and structure		✓	A/I/R
Experience of working in a student centred occupation		✓	A/I/R
Ability to lead, manage and develop people		✓	A/I/R
Hold a full driving licence with no more than 3 points on it	✓		A/I
At least two years' experience as a qualified driver	✓		A/I
Skills and Knowledge			
Ability to communicate effectively and confidentially with persons at all levels	✓		I/R
Ability to negotiate effectively with both adults and children	✓		I/R
Ability to build strong relationships with all stakeholders	✓		I/R
Ability to work under pressure to tight deadlines	✓		A/I/R
Ability to work on own and as part of a team	✓		A/I/R
Effective time management skills	✓		A/I
Knowledge of the SIMs database		✓	A/R
Ability to demonstrate effective implementation of the school's behaviour management policy		✓	A/I/R
Personal Effectiveness and Self Development			
Commitment to self and team development	✓		A/I
Commitment to abide by and promote the School's Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I

Displays a high level of personal drive and energy	✓		A/I
Seizes opportunities and takes the initiative to move things along in a positive manner	✓		A/I
Is adaptable, receptive to new ideas and willing to adjust to new demands and circumstances	✓		A/R
Interpersonal Skills			
Shows consideration, concern and respect for other people's feelings and opinions	✓		A/I/R
Cooperates and works well with colleagues in the pursuit of team and school goals, sharing information and supporting colleagues	✓		A/R
Ability to make a proactive contribution to the work of the team supporting children, their families and carers	✓		A/R
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓		A/R

*Method of Assessment
Key: A= Application, I=Interview and Assessment, R=Reference, C=Certificate