

PERSON SPECIFICATION

	Ess	Des	MOA*
Education, Training and Experience			
Experience of working with children in a similar position	✓		A/I
Experience of working in a team	✓		A/I
Completion of Level 1/2 Learning Support qualification		✓	A/C/I/R
Personal Effectiveness and Self-Development			
Seizes opportunities and takes the initiative to move things along in a positive way		✓	I
Is adaptable, receptive to new ideas and willing to adjust to new demands and circumstances	✓		I
Understands and follows the school's policies on health and safety and risk management	✓		A/I
Interpersonal Skills			
Co-operates and works well with others in pursuit of team goals, sharing information and supporting others	✓		A/I/R
Communicates orally in a clear, fluent, concise and appropriate way both face to face and via the telephone	✓		A/I
Has ability to liaise confidently with students and staff, and understands when information must be passed onto Line Manager	✓		A/I/R
Analysis and Judgement			
Aware of information sources and how to get information needed	✓		I
Adopts a flexible and creative approach, redefining problems in light of information gathered or changes in context	✓		A/I/R
Aptitudes			
Is flexible, adaptable and realises need to adhere keep certain information confidential	✓		I
Is a good listener and has the ability to adapt to the changing needs of the role in the future	✓		I

***Method of Assessment**

Key: A= Application; I=Interview and Assessment; R=Reference; C=Certificate

All appointments are subject to a full enhanced DBS check.