

## Person specification

### Woodlands School

Contact details: [jfe@woodlandsschool.essex.sch.uk](mailto:jfe@woodlandsschool.essex.sch.uk)

Job title: **ALL ASSOCIATE STAFF POSITIONS – BUT MAY BE ADDED TO**

*The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.*

*Evidence from Application form (A), Interviews (I) or References (R)*

Criteria	Essential	Desirable
Qualifications and knowledge	Specific qualifications relating to the role for example good grasp of maths and English – A	Further professional qualifications – A
Skills	<p>Excellent reading and writing skills – A, R &amp; I</p> <p>Ability to complete forms &amp; write letters – A, R &amp; I</p> <p>Excellent attendance &amp; punctuality – R</p> <p>Effective &amp; clear communicator – A, R &amp; I</p> <p>Attention to detail – A, R &amp; I</p> <p>Ability to consult with colleague and external organisations – A, R &amp; I</p> <p>Solution focused approach – A, R &amp; I</p> <p>Ability to interpret data &amp; action plan – I</p> <p>Understand the role of others working in &amp; with the school – A, R &amp; I</p> <p>Ability to provide timely &amp; accurate information – A, R &amp; I</p> <p>Excellent organisational skills – A, R &amp; I</p> <p>Demonstrate creativity &amp; an ability to resolve routine problems independently – A, R &amp; I</p> <p>Ability to manage own time effectively &amp; work independently – A, R &amp; I</p> <p>Understand &amp; implement Child Protection policies &amp; procedures – A, R &amp; I</p> <p>Demonstrate a commitment to equality – A, R &amp; I</p> <p>Basic understanding of Health &amp; Safety – A, R &amp; I</p> <p>Understand policies &amp; procedures relating to confidentiality – A, R &amp; I</p> <p>Be prepared to develop &amp; learn in the role – A, R &amp; I</p>	<p>Ambition for further promotion – A, R &amp; I</p> <p>Excellent IT skills &amp; a good knowledge of SIMS – A, R &amp; I</p> <p>Understanding of the process for monitoring of pupil performance – I</p> <p>Some understanding of the National Curriculum requirements – A, R &amp; I</p>



# WOODLANDS SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Experience	<p>Understand the importance of physical and emotional well-being - A, R &amp; I</p> <p>Ability to establish a rapport, with respectful &amp; trusting professional relationships with all stakeholders – A, R &amp; I</p> <p>Know who, how and whom to share information – A, R &amp; I</p>	<p>Knowledge of general school policies &amp; procedures – A, R &amp; I</p> <p>Successful experience of a school in similar context –A, R &amp; I</p> <p>Basic understanding of the learning experience provided by the school - A, R &amp; I</p> <p>Basic understanding of the way in which young people develop</p>
Other requirements	<p>Pupil focused and aligned with our Woodlands School ethos of Aspiration, Resilience, Opportunity, Excellence – A, R &amp; I</p> <p>Be passionate about our young people and school and be prepared to consistently go the 'extra mile' for our pupils and families who live in very challenging circumstances – A, R &amp; I</p> <p>Sense of humour – A, R &amp; I</p>	