**PERSON SPECIFICATION**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Experience of general clerical work  Educated to NVQ Level 2 or equivalent |
| Knowledge of relevant policies and procedures | General understanding of the operation of a school |
| Literacy | Good reading and writing skills |
| Numeracy | Ability to count and undertake basic calculations |
| Technology | Ability to use photocopier  Ability to use Microsoft package |
| **Communication** | Written | Ability to complete basic forms |
| Verbal | Ability to exchange routine verbal information clearly with children and adults |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Consult with colleagues |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Basic understanding of the learning experience provided by the school |
| Child Development | Basic understanding of the way in which children develop |
| Health & Well being | Understand the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in the school |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with other adults in the school |
| Information | Ability to provide timely and accurate information |
| **Responsibilities** | Organisational skills | Good organisational skills |
| Line Management | N/A |
| Time Management | Ability to manage own time effectively |
| Creativity | Ability to follow instructions |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |