



Person Specification

SLT Support Assistant **(Behaviour, Welfare & Achievement)**

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Educated or working towards NVQ level 3 or similar qualification in administration or business 		✓
<ul style="list-style-type: none"> Ability to use a wide range of IT software packages 	✓	
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Understanding of school procedures, organisation and structure 	✓	
<ul style="list-style-type: none"> Extensive PA skills to include diary management, dealing with correspondence and minute taking 	✓	
<ul style="list-style-type: none"> Experience of a busy and sometime pressured office environment 	✓	
<ul style="list-style-type: none"> Ability to deal with unexpected/difficult situations 	✓	
<ul style="list-style-type: none"> Ability to lead, manage and develop people 		✓
<ul style="list-style-type: none"> Previous experience of working in an educational establishment 		✓
<ul style="list-style-type: none"> High level organisation and prioritisation skills 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively and confidentially with persons at all levels 	✓	
<ul style="list-style-type: none"> Ability to build strong relationships with all stakeholders 	✓	
<ul style="list-style-type: none"> Ability to work under pressure to tight deadlines 	✓	
<ul style="list-style-type: none"> Ability to work on own and as part of a team 	✓	
<ul style="list-style-type: none"> Able to provide services which have been designed to meet customer needs and expectations and which conform to the highest professional standards. 	✓	
<ul style="list-style-type: none"> Ability to work in a way that promotes the safety and wellbeing of children and young people 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> Commitment to self and team development 	✓	
<ul style="list-style-type: none"> A commitment to abide by and promote the School's Equal Opportunities, Health and Safety and Child Protection Policies 	✓	