



# Clacton County High School

Walton Road, Clacton-on-Sea, Essex. CO15 6DZ  
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Higher Expectations, Raising Aspirations, Transforming Lives

## PERSON SPECIFICATION

Good communication skills
Excellent punctuality and reliability
Effective time management with the ability to work to deadlines
Ability to work effectively under pressure, prioritising work
The ability to be both proactive and reactive to changes
Experience of dealing successfully and diplomatically with staff and students
Aptitude to adapt to changing circumstances
Ability to take initiative and accept responsibility
To maintain professional relationships
Capacity to listen and follow instructions
Work effectively as part of a team and at times work independently
Follow instructions accurately
High personal expectations
Awareness of, and commitment to, equalities issues
Act as a role model for colleagues upholding the standards and expectations of the school vision and ethos, as defined within school policies

## SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

*The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.*