

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Good standard of education including literacy and numeracy (Level 2 or equivalent standard)	✓		A & C
	A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A
	Experience of working in a school environment		✓	A
	First Aid qualification (or willingness to work towards)	✓		A & C
	Ability to learn new skills and utilise new data systems	✓		A & I
	Knowledge of School Management Information Software i.e. Arbor		✓	A & I & T
Personal and interpersonal	<b>Supporting and Co-operating – Working with People</b> Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		I
	<b>Organising and Executing – Delivering Results &amp; Meeting Customer Expectations</b> Focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals.	✓		I
	<b>Organising and Executing – Planning and Organising</b> Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.	✓		I
	<b>Interacting and Presenting – Presenting and Communicating Information</b> Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it.	✓		I
	<b>Adapting and Coping – Coping with Pressures and Setbacks</b> Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it.	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

\* A = application, C = clearances, I = interview, T = task