**PERSON SPECIFICATION**

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|  | **Criteria**  | **Essential** | **Desirable** | **Application Form** | **Certificates** | **Selection Process** | **Reference** |
| **Qualifications** | Good general level of education with 4 GCSE Level C and above (including Maths and English) | Y |  | Y | Y |  |  |
| ICT literate with good keyboard skills | Y |  | Y |  |  |  |
| Evidence of recent continuing professional development,  |  |  | Y |  |  |  |
| **Skills and Experience** | Experience of working with [secondary/primary] age children | Y |  | Y |  | Y | Y |
| Use of MS Office, including Excel and Word |  | Y | Y |  |  |  |
| Experience of working in an educational environment in a multi academy Trust or large academy. |  | Y | Y |  |  |  |
| Record of good time management skills and ability to prioritise work effectively  | Y |  | Y |  | Y | Y |
| Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.  | Y |  | Y |  | Y |  |
| Ability to relate well to students and adults in a work environment. | Y |  | Y |  | Y | Y |
| Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.  | Y |  | Y |  | Y | Y |
| Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels. | Y |  | Y |  | Y |  |
| Ability to identify own training and development needs |  | Y | Y |  | Y |  |
| Professional approach to duties and presentation.  | Y |  | Y |  | Y | Y |
| The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.  | Y |  | Y |  | Y |  |
| Awareness of relevant policies and legislation |  | Y | Y |  | Y |  |
| **Other** | Hold a full driving licence. |  | Y | Y |  |  |  |
| Capacity to work during school holiday periods |  | Y | Y |  |  |  |
| A helpful, calm and organised manner.  | Y |  | Y |  | Y | Y |