



Criteria	Essential	Desirable
Qualifications & Experience	<p>4 GCSEs or equivalent, to include English and Maths</p> <p>Good working knowledge of ICT (including Microsoft Office applications) to support learning and for administrative and organisational effectiveness</p> <p>First Aid experience</p>	<p>First Aid at Work qualification</p> <p>Youth Mental Health First Aid</p> <p>Administration of Medication in Schools</p> <p>Experience of working with children in a school environment</p> <p>Good knowledge of appropriate procedures, regulations and guidance</p>
Communication	<p>Ability to write reports, emails and complete forms</p> <p>Ability to use clear language and communicate information unambiguously</p> <p>Ability to communicate effectively with others, including students, parents/carers, colleagues, external agencies</p>	
Working with Children	<p>Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst in school</p> <p>Good understanding of the importance of physical and emotional wellbeing</p>	<p>Ability to support students with special educational needs</p> <p>Good understanding of child development</p>
Working with Others	<p>Ability to establish rapport and respectful and trusting relationships with others</p> <p>Ability to work effectively with a range of adults, including external agencies</p> <p>Ability to work both independently and as part of a team</p>	<p>Understand the role of others working in and with the school</p>

	<p>Willingness to contribute to the development and implementation of effective systems to share and safeguard information</p> <p>Ability to provide timely and accurate information</p>	
Responsibilities	<p>Excellent organisational skills</p> <p>Ability to remain calm under pressure</p> <p>Ability to manage own time effectively and meet deadlines</p>	
General	<p>Awareness and commitment to equality</p> <p>Good understanding of health and safety</p> <p>Good understanding of the importance of safeguarding</p> <p>Willingness to develop and learn in the role</p>	<p>Understanding of the legislation and procedures relating to confidentiality</p>