



ST ALBANS GIRLS' SCHOOL

Person Specification – Education Support Staff

Requirement	Essential or Desirable?	How Assessed?
Qualifications / Education / Training: <ul style="list-style-type: none"> ● Any relevant qualifications such as NVQs, GCSEs, A levels, further professional qualifications ● Appropriate Professional Development relevant to the position 	E/D D	Letter of application
Experience: <ul style="list-style-type: none"> ● Experience of working in a similar role ● Ability to demonstrate qualities required by the job specification ● Demonstrating a high level of competence in using ICT, where required in the job specification 	E/D E E	Letter of application and task
Knowledge: <ul style="list-style-type: none"> ● Itemised individually in each job specification 		Letter of application
Skills & Competencies: <ul style="list-style-type: none"> ● Communicate effectively, both orally and in writing ● Ability to process and interpret information ● Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines ● Excellent administration and organisation skills ● Ability to work flexibly and share workloads, particularly during periods of pressure ● Team player ● Accuracy and reliability ● Ability to work well with a wide range of people, including students and on own initiative, taking the lead when necessary ● Awareness and acceptance of the school's equal opportunities policy 	E E E E E E E	Letter of application and interview Task
Personal Attributes: <ul style="list-style-type: none"> ● Self motivated - ability to work on own to achieve successful outcome ● Ability to make decisions and use own initiative ● Creative, comes up with ideas ● Prepared to learn new skills ● An understanding and ability to demonstrate the professional standards required when working in a school environment ● Positive outlook and a sense of humour ● An awareness of the school aims and ethos and a willingness to actively engage in the school community ● Accept the need for continuing professional development ● Be able to carry out all duties to a very high standard 	E E E/D E/D E E D E E	Letter of application and interview Task
Other: <ul style="list-style-type: none"> ● Experience of appropriate software including Google docs, microsoft, SIMS as required by the job specification 	E/D	Letter of application and task