



### Watford Grammar School for Girls

Person Specification	
<b>Position:</b>	Support
<b>Department:</b>	Attendance/Pastoral Support

	Requirement	Desired/Essential	Assessment
Qualification	Good passes in English and Maths at GCSE or equivalent	Essential	Application
Specific Training Requirements	Safeguarding in Schools	Desired	Application
Experience	Prior experience of working with children in a professional capacity.	Essential	Application
	Prior experience of working with a school MIS system such as SIMS/Bromcom.	Essential	Application & Interview
Knowledge	Understanding of School Attendance legislation.	Desired	Application & Interview
Skills & Competencies	Competent IT skills, including use of Microsoft Excel, Word and Teams.	Essential	Interview
	Excellent organisational and administrative skills. Attention to detail.	Essential	Interview
Communication Skills	Effective communicator; able to respond sensitively to pupils, and staff members.	Essential	Interview
	Good listening skills and the ability to show.	Essential	Interview
Personal Attributes	Always acting in sympathy with the aims of the school.	Essential	Interview
	Ability to work as part of a team.	Essential	Interview



## **Watford Grammar School for Girls**

### **Notes**

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will be appropriate to the role advertised and:

- Focus on the requirements to carry out the duties of the job, as described
- Explore issues relating to the safeguarding and promoting the welfare of children, including
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitudes to use of authority and maintaining discipline
- Be used to explore any relevant issues arising from references received