

**PERSON SPECIFICATION  
Pupil Development Lead**

	Criteria	Ess enti al	Des irab le
<b>Qualifications</b>	Good general level of education with 4 GCSE Level C and above (including Maths and English)	X	
	ICT literate with good keyboard skills	X	
	Evidence of recent continuing professional development,		X
<b>Skills and experience</b>	Experience of working with children	X	
	Use of MS Office, including Excel and Word	X	
	Experience of working in an educational environment		X
	Record of good time management skills and ability to prioritise work effectively	X	
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	X	
	Ability to relate well to students and adults in a work environment.	X	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	X	
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	X	
	Ability to identify own training and development needs	X	
	Professional approach to duties and presentation.	X	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	X	
<b>Other</b>	Hold a full driving licence.		X
	Designated Safeguarding Lead trained	X	
	A helpful, calm and organised manner.	X	