

### Personal Attributes Required Based On Job Description

Attribute	Description	Essential	Desirable	How measured Application form (A) Interview (I)
<b>Qualifications</b>	Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths (A – C) equivalent.	✓		Application / Qualifications
	Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role.	✓		Application / Interview
<b>Experience</b>	Behaviour Management training.		✓	Application / Interview
	Experience of administration and record keeping in an office environment.	✓		Application / Interview
	Experience in using Microsoft modules, e.g. Word, Excel, Power Point.	✓		Application / Interview
	Experience of working in a school environment and experience of Progresso.		✓	Application / Interview
<b>Skills, Ability &amp; Knowledge</b>	Ability to work with a variety of stakeholders including staff, pupils and parents/carers.	✓		Application / Interview
	Excellent written and oral communication skills.			Application / Interview
<b>Personal Qualities</b>	High levels of integrity honesty and credibility. Excellent communication skills with the ability to relate well with both children and adults An effective team member Highly motivated and adaptable to changing circumstances and new ideas Able to remain calm under pressure Resilience, flexibility and the ability to retain a sense of perspective.	✓		Application / Interview
	An understanding of and commitment to safeguarding and promoting the welfare of children and young people. A personal and professional commitment to equal opportunities, diversity and promoting good race relations.			

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Co-operative values and principles.