

	Essential	Desirable	Identified
Education and Training	<ul style="list-style-type: none"> <li>GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further qualification</li> </ul>	Application Form
Experience	<ul style="list-style-type: none"> <li>Experience of working with people</li> <li>Experience of undertaking administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children in the 9-13 age range</li> <li>Experience of managing behaviour of young people</li> </ul>	Application Form/letter/interview
Skills	<ul style="list-style-type: none"> <li>Ability to present information to different audiences</li> <li>Ability to motivate people (especially 9-13 year old pupils)</li> <li>Ability to relate well to children and young people.</li> <li>Ability to use ICT effectively to support learning</li> <li>Ability to work under pressure</li> </ul>		Letter/interview
Interpersonal skills	<ul style="list-style-type: none"> <li>Ability to work with initiative and as part of a team</li> <li>Ability to be flexible and work with tact, discretion and confidentiality</li> <li>High level communication skills</li> <li>Ability to relate to pupils, staff, parents</li> <li>Sense of humour</li> </ul>		Letter/interview
Other	<ul style="list-style-type: none"> <li>Ability to relate to and promote the ethos of the school</li> <li>Excellent attendance and punctuality</li> <li>Willingness to undertake training as required</li> </ul>		Interview /Reference

**March 2018**

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.***