



PERSON SPECIFICATION: SUPPORT STAFF POST

The person appointed to this post will:-

- Be totally committed to the safeguarding and welfare of children
- Possess the necessary qualifications and/or skills to discharge the duties associated with this position
- Work in accordance with the school's policies including Health & Safety
- Be capable of maintaining high standards of work at all times
- Be committed to being part of a team but be able to show initiative and be capable of working unsupervised when appropriate
- Have excellent personal organisation and time management skills
- Be honest, reliable and trustworthy
- Be open and frank and not afraid to ask for guidance and help when it is needed
- Be capable of building excellent relationships with others
- Be prepared to work hard and to discuss issues which arise from work
- Have plenty of energy and enthusiasm and the ability to maintain a sense of humour and perspective when things get tough!
- Be calm, precise and patient when dealing with others, including pupils
- Be punctual to work
- Have an excellent attendance record
- Be committed to professional self-improvement both by In Service Training and "learning on the job"
- Be an excellent role model for young people