



CHATER JUNIOR SCHOOL
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PERSON SPECIFICATION These qualities will be assessed from the application form submitted and responses made at interview

Criteria	Essential	Desirable
QUALIFICATIONS	4 GCSEs (Grade A-C) or equivalent including Maths and English	<ul style="list-style-type: none"> • Current first aid certificate • Courses that support school office management
EXPERIENCE	Experience of working with primary age children with special educational needs	
SKILLS	<ul style="list-style-type: none"> • Good interpersonal skills and an ability to relate and communicate effectively with children, staff and parents. • Good literacy and numeracy skills • Good organisational skills • Ability to maintain confidentiality • Ability to train other staff • Ability to work in a 1:1 relationship and in groups. • Ability to keep neat and accurate records. • Ability to work flexibly as part of a team • Ability to show initiative when appropriate. • Clear, legible handwriting 	<ul style="list-style-type: none"> • Computer keyboard skills
KNOWLEDGE	<ul style="list-style-type: none"> • Good standard of spoken and written English • Good English comprehension • Understanding of how to implement a range of administrative procedures, including use of a relevant ICT packages and systems • Understanding of analytical skills for the monitoring and interpretation of data 	<ul style="list-style-type: none"> • Knowledge of SIMS
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Caring, approachable, firm, understanding, consistent, assertive and calm • Understanding of children’s needs • Understanding and respecting the need for absolute confidentiality • Adaptability and willingness to assist with other aspects of school life • Willingness to continue to learn, develop, and train 	