



ST ALBANS GIRLS' SCHOOL

Person Specification – Education Support Staff

Requirement	Essential or Desirable?	How Assessed?
Qualifications / Education / Training: <ul style="list-style-type: none"> Any relevant qualifications such as NVQs, GCSEs, A levels, further professional qualifications Appropriate Professional Development relevant to the position 	E/D D	Letter of application
Experience: <ul style="list-style-type: none"> Experience of working in a similar role Ability to demonstrate qualities required by the job specification Demonstrating a high level of competence in using ICT, where required in the job specification 	E/D E E	Letter of application and task
Knowledge: <ul style="list-style-type: none"> Itemised individually in each job specification 		Letter of application
Skills & Competencies: <ul style="list-style-type: none"> Communicate effectively, both orally and in writing Ability to process and interpret information Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines Excellent administration and organisation skills Ability to work flexibly and share workloads, particularly during periods of pressure Team player Excellent negotiation skills Accuracy and reliability Ability to work well with a wide range of people, including students and on own initiative, taking the lead when necessary Awareness and acceptance of the school's equal opportunities policy 	E E E E E D E E E	Letter of application and interview Task
Personal Attributes: <ul style="list-style-type: none"> Self motivated - ability to work on own to achieve successful outcome Ability to make decisions and use own initiative Creative, comes up with ideas Prepared to learn new skills An understanding and ability to demonstrate the professional standards required when working in a school environment Positive outlook and a sense of humour An awareness of the school aims and ethos and a willingness to actively engage in the school community Accept the need for continuing professional development Be able to carry out all duties to a very high standard 	E E D E E D E E E	Letter of application and interview Task
Other: <ul style="list-style-type: none"> Experience of appropriate software including Sims, SISRA, Exam Organiser and Microsoft Office as required by the job specification 	E/D	Letter of application and task

June 2013

