

PERSON SPECIFICATION: Non-Teaching Staff

Category	Essential job requirements	Desirable Job Requirements	Method of testing
Job related skills and knowledge	Proven track record Appropriate knowledge and training to meet the requirements of the position	Good communication and inter-personal skills	Covering letter, CV, application form and interview References
Experience	Have high personal and professional standards and well-developed pastoral skills and instincts	Work well in a team	Covering letter, CV, application form, references and interview
Demonstrated record of professional development related to subject	A good standard of general education Good Honours degree or relevant training	Good level of numeracy and attention to detail	Documentary evidence Interview
Other requirements	Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations Tact, discretion and able to listen whilst maintaining confidentiality Willingness to take part in the wider life of the School Commitment to safeguarding and quality of opportunity Successful candidate requires enhanced DBS clearance	Able to promote the image of the School through an articulate and confident approach Organisational ability: to be systematic; efficient; meet deadlines and priorities Ability to become involved in all areas of School life	Interview and references Interview and references Interview and references Application form, interview and references Application to the agency