



## Sackville School

### YEAR ASSISTANT

#### Person Specification

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required.

Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview. Please note that certain skills and knowledge may be desirable, but training will be provided if necessary.

AREA	ESSENTIAL	DESIRABLE
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Ability to work with commitment as an individual and as part of a team</li> <li>• Ability to use initiative and implement ideas</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> <li>• Knowledge of the range of external support services and providers</li> <li>• Qualification showing study to at least A level equivalent and potential for further study</li> <li>• Awareness of Child Protection, Health &amp; Safety, Security, confidentiality and data protection policies and procedures</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Ability to plan effectively</li> <li>• Ability to work under pressure</li> <li>• Ability to prioritise</li> </ul>	<ul style="list-style-type: none"> <li>• Potential to interpret schemes of work and communicate instructions to students</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ability to use ICT (Word, Excel, SIMS)</li> <li>• Ability to communicate meaning accurately both in written and spoken form</li> <li>• Excellent telephone manner</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enjoys working with young people</li> <li>• Flexibility, enthusiasm, creativity</li> <li>• Ability to work sensitively with a wide variety of people</li> <li>• Ability to remain calm in potentially stressful situations</li> <li>• Patience</li> </ul>	

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosing & Barring Service (DBS).