



<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to set and maintain high standards</li> <li>• Well developed literacy, numeracy and IT skills</li> <li>• A keen eye for detail and a methodical approach to record keeping</li> <li>• Ability to work under pressure</li> <li>• Ability to prioritise tasks, manage time effectively and meet deadlines.</li> <li>• Ability to relate to and work with young people</li> <li>• An understanding of the confidential nature of aspects of the role</li> <li>• MAPA Training</li> <li>• Safe handling training</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>R/I</p> <p>R/I/A</p> <p>I/R</p> <p>R/I/T</p> <p>A/R/I</p> <p>I/T</p> <p>I</p> <p>A/I</p> <p>A/I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Proven interpersonal and communication skills to work effectively with and students, parents/carers and outside agencies</li> <li>• Calm and decisive manner</li> <li>• Sense of humour, even under pressure</li> <li>• Cooperative, friendly and helpful</li> <li>• A positive “can do” attitude</li> <li>• Willingness to be flexible</li> <li>• Committed to continuous professional training and development</li> <li>• Supportive of the school’s ethos</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>R/I</p> <p>R/I</p> <p>R/I</p> <p>R/I</p> <p>R/I</p> <p>R</p> <p>I/R</p> <p>I/R</p>

A = application    R = reference    I = interview    T = task