



	Essential	Desirable	Source of Evidence
Qualifications and training	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills to GCSE level</li> </ul>	<ul style="list-style-type: none"> <li>• Further specialist qualifications in areas linked to pupils with additional needs admin.</li> </ul>	Application
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>• Conducting assessments, keeping records and producing reports on pupils with additional needs.</li> <li>• Organising assessment for pupils with additional needs.</li> <li>• Liaising with external agencies for additional support.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> <li>• Experience of dog handling or dog ownership.</li> <li>• Record keeping and administrative experience.</li> </ul>	Application / Interview
Knowledge and skills	<ul style="list-style-type: none"> <li>• Use of technology e.g. computer and competent use of Word, Excel and email programs.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding roles and responsibilities and your own position within the Inclusion Team.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS.</li> <li>• Basic First Aid.</li> <li>• Office equipment/IT equipment.</li> </ul>	Application
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• An enhanced DBS certificate and barred list check.</li> <li>• A good attendance and punctuality record.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management, organisation and be able to work to deadlines.</li> <li>• High expectations of self and professional standards.</li> <li>• A commitment to CPD.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> </ul>		Interview



	<ul style="list-style-type: none"><li>• High levels of drive, energy and integrity.</li></ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"><li>• Committed to the value and promotion of inclusion.</li><li>• Capable of running the Early Help process.</li><li>• Dedicated to promoting their professional development.</li><li>• Able to promote good behaviour consistently.</li><li>• Able to plan and take control of situations.</li><li>• Committed to contributing to the wider school and its community.</li><li>• Able to effectively promote the school's ethos and vision.</li><li>• Capable of handling a demanding workload and successfully prioritising work.</li><li>• Professionally assertive, clear thinking and calm under pressure</li><li>• Able to work flexibly, in addition to managing a demanding workload.</li><li>• Able to display growth mind set</li></ul>		
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