



Headteacher: Mrs Lucy Miles

**PERSON SPECIFICATION
BEHAVIOUR SUPPORT ASSISTANT**

Attribute	Attribute	Essential or Desirable
Educational Qualifications	<ul style="list-style-type: none"> GCSE or O Level pass in English and maths 	E
Experience	<ul style="list-style-type: none"> ICT training, qualification or experience Mentoring & supporting students Experience of working in administration Experience of working with the general public Experience of working within a school or similar environment Experience of working with sensitive and/or confidential information Experience of database entry 	E E E D D D D
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none"> Excellent communication skills both written and oral Excellent interpersonal skills Knowledge, experience and a liking for working with young people Willingness to undertake professional development resulting from appraisal Good ICT skills including use of Microsoft Office/Excel Experience of SIMs Professional telephone manner 	E E E E E D E
Personal Qualities	<ul style="list-style-type: none"> Positive attitude, proactive, hardworking and enthusiastic Ability to work collaboratively with colleagues To be able to work independently and as part of a team Ability to take responsibility and work with a degree of autonomy To be able to take direction from the Leader of Pastoral Care or SLT 	E E E E E

July 2022

