

**Cardinal Wiseman – Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Education:** |  |  |  |
| 4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths | ✓ |  |  |
| Attainment of NVQ level 3 qualification or equivalent, for example, A-Levels |  | ✓ |  |
| Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills. |  | ✓ |  |
| **Knowledge, Skills & Experience:**  |  |  |  |
| Understanding of the distinctive nature of a faith school | ✓ |  |  |
| Working successfully and cooperating as a member of a team. | ✓ |  |  |
| Experience of using SIMS to include inputting student data and manipulating reports. |  | ✓ |  |
| Experience of working around children/young persons, preferably in a school setting. |  | ✓ |  |
| A clear understanding of developments in post-16 education |  | ✓ |  |
| Knowledge of the requirements of the national literacy and numeracy strategies. | ✓ |  |  |
| Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies. | ✓ |  |  |
| Understanding of behaviour management strategies. | ✓ |  |  |
| Understanding of statutory requirements concerning safeguarding, including Child Protection, Equal Opportunities and Health and Safety. |  | ✓ |  |
| Willing to undertake training to fulfil the needs of the role and support the school and academy. | ✓ |  |  |
| Willing to undertake first aid training | ✓ |  |  |
| Evidence of recent relevant training. |  | ✓ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities:** |  |  |  |
| Understanding of the distinctive nature of a faith school. | ✓ |  |  |
| A practising Catholic. |  | ✓ |  |
| Sympathy with the Catholic ethos of the school, including a commitment to co-operation and helpfulness and a concern for the well-being of others. | ✓ |  |  |
| Excellent timekeeping. | ✓ |  |  |
| Flexible attitude to work to include;0 Working hours0 Demands and changes in the role0 Willingness to be involved in the school | ✓ |  |  |
| Smart, professional appearance. | ✓ |  |  |
| Honesty, integrity and reliability. | ✓ |  |  |
| **Professional Skills, Qualities & Abilities** |  |  |  |
| Ability to deal with all people (colleagues, parents, students etc.) in a polite and courteous manner, showing firmness, when necessary. | ✓ |  |  |
| Excellent organisation skills. | ✓ |  |  |
| Ability to prioritise workload and to work to, and to meet, deadlines. | ✓ |  |  |
| Excellent communication skills in written, verbal and listening. | ✓ |  |  |
| Ability to work calmly under pressure and also offer the flexibility required with regards to the hours worked during the course of the day. | ✓ |  |  |
| Exercise initiative. | ✓ |  |  |
| Ability to supervise students both in and out of the school in line with the school's behaviour policy. | ✓ |  |  |
| Ability to organise the classroom activities, e.g. preparing and setting out resources. | ✓ |  |  |
| Ability to deal with sensitive information in a confidential manner. | ✓ |  |  |
| Ability to provide a good role model to young people. | ✓ |  |  |
| Ability to work using own initiative and as part of a team. | ✓ |  |  |
| Ability to work in partnership with all staff, teaching and support at school and within the academy, with resilience and enthusiasm. | ✓ |  |  |
| Good IT skills | ✓ |  |  |
| Commitment to safeguarding and protecting the welfare of children and young people. | ✓ |  |  |
| Commitment to Health and Safety | ✓ |  |  |
| Commitment to Equality and Diversity. | ✓ |  |  |