



THE HIGHCREST ACADEMY PERSON SPECIFICATION

MEMBER OF SUPPORT STAFF

PERSON SPECIFICATION

Essential

- Stamina and absolute determination to achieve personal and institutional success
- Drive and potential for promotion
- Firm, fair, caring, consistent and non-confrontational approach with pupils
- Excellent organisational and administrative skills
- Good at meeting deadlines
- Skilful communicator able to manage change successfully
- Capacity to work under pressure, to show initiative and to successfully deal with a demanding workload
- Ability to work own initiative and as a member of a team and with a sense of humour

Desirable Competencies - The successful candidate is likely to demonstrate all or most of the following:

- Experience in working with children 1:1 and within small groups
- A commitment to the student, to enable all students to be successful; a willingness to challenge others in the student's best interest
- Empathy with, and keenness to contribute to, the aims of the school
- An ability to set clear expectations, to demand high standards and to hold others accountable for their performance
- A constant drive for improvement
- An ability to think creatively
- An ability to provide clear direction to students, to motivate and inspire them
- Initiative, including an ability to anticipate and pre-empt events
- Respect for others, valuing individuals

- The ability to understand others and create trust
- A shared approach to problem-solving and to achieving goals
- Effective communication skills for a range of purposes
- A willingness to adapt to changing needs and circumstances
- Energy, optimism and motivation in the face of pressure and setbacks
- Keenness to develop own career
- An excellent record of attendance and punctuality

Qualifications and Training

- Educated to at Least A-Level
- Systematic and relevant professional development

Knowledge, Experience and Skills

- Excellent interpersonal skills
- Working directly with parents and external agencies
- Confident ICT user
- Current education trends and initiatives