

Person specification

Woodlands School

Contact details: HR@woodlandsschool.essex.sch.uk

Job title: **ALL ASSOCIATE STAFF POSITIONS – BUT MAY BE ADDED TO**

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Evidence from Application form (A), Interviews (I) or References (R)

Criteria	Essential	Desirable
Qualifications and knowledge	Specific qualifications relating to the role for example good grasp of maths and English – A	Further professional qualifications – A
Skills	<p>Excellent reading and writing skills – A, R & I</p> <p>Ability to complete forms & write letters – A, R & I</p> <p>Excellent attendance & punctuality – R</p> <p>Effective & clear communicator – A, R & I</p> <p>Attention to detail – A, R & I</p> <p>Ability to consult with colleague and external organisations – A, R & I</p> <p>Solution focused approach – A, R & I</p> <p>Ability to interpret data & action plan – I</p> <p>Understand the role of others working in & with the school – A, R & I</p> <p>Ability to provide timely & accurate information – A, R & I</p> <p>Excellent organisational skills – A, R & I</p> <p>Demonstrate creativity & an ability to resolve routine problems independently – A, R & I</p> <p>Ability to manage own time effectively & work independently – A, R & I</p> <p>Understand & implement Child Protection policies & procedures – A, R & I</p> <p>Demonstrate a commitment to equality – A, R & I</p> <p>Basic understanding of Health & Safety – A, R & I</p> <p>Understand policies & procedures relating to confidentiality – A, R & I</p> <p>Be prepared to develop & learn in the role – A, R & I</p>	<p>Ambition for further promotion – A, R & I</p> <p>Excellent IT skills & a good knowledge of SIMS – A, R & I</p> <p>Understanding of the process for monitoring of pupil performance – I</p> <p>Some understanding of the National Curriculum requirements – A, R & I</p>



WOODLANDS SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

<p>Experience</p>	<p>Understand the importance of physical and emotional well-being - A, R & I</p> <p>Ability to establish a rapport, with respectful & trusting professional relationships with all stakeholders – A, R & I</p> <p>Know who, how and whom to share information – A, R & I</p>	<p>Knowledge of general school policies & procedures – A, R & I</p> <p>Successful experience of a school in similar context –A, R & I</p> <p>Basic understanding of the learning experience provided by the school - A, R & I</p> <p>Basic understanding of the way in which young people develop</p>
<p>Other requirements</p>	<p>Pupil focused and aligned with our Woodlands School ethos of Aspiration, Resilience, Opportunity, Excellence – A, R & I</p> <p>Be passionate about our young people and school and be prepared to consistently go the ‘extra mile’ for our pupils and families who live in very challenging circumstances – A, R & I</p> <p>Sense of humour – A, R & I</p>	