

Employee Specification Form:

Title of Post:

Senior Supervisory Assistant

Weatherhead High School

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

Personal Attributes

	Essential		Desirable	
	<i>Attribute</i>	<i>Stage Identified</i>	<i>Attribute</i>	<i>Stage Identified</i>
Qualifications	GCSE Grade C (or equivalent) in English and Mathematics.	A	First aid qualification.	A
Experience	Previous experience of working with children and young people in any setting.	A	Previous experience of working in a school.	A
Knowledge & Skills	Good interpersonal skills. Good communication skills.	I	Knowledge and understanding of safeguarding procedures in relation to children and young people.	I
Special Requirements	The ability to be flexible and respond to changing priorities. The ability to remain calm under pressure. The ability to work as part of a team within a school environment. Reliability and punctuality. The ability to converse at ease with members of the public and provide advice in accurate Spoken English is required for this post.	A / I		