

## Person Specification-Welfare/Office Assistant

| <b>Job Related Knowledge, Experience and Skills</b>   |                                 |  |
|---|---------------------------------|--|
| <b>Skills</b>   | <b>Essential/<br/>Desirable</b> | <b>Identified</b>                          |
| Ability to communicate with adults and children.  | <b>E</b>                        | letter and interview                       |
| Ability to maintain records.  | <b>E</b>                        | interview                                  |
| Experience of working with children in a school setting   | <b>D</b>                        | application form and references            |
| A good knowledge of office equipment and computing skills   | <b>E</b>                        | application form and references            |
| A warm and welcoming manner   | <b>E</b>                        | interview                                  |
| <b>Education</b>  |                                 |  |
| A Paediatric First Aid certificate  | <b>D</b>                        | application form                           |
| First Aid at Work certificate   | <b>E</b>                        | application form                           |
| <b>Personal Qualities</b>   |                                 |  |
| Ability to work as part of a team and independently   | <b>E</b>                        | application form and references            |
| Ability to relate positively to children and adults   | <b>E</b>                        | application form and interview             |
| To maintain confidentiality at all times  | <b>E</b>                        | application form                           |
| To communicate with a wide range of people  | <b>E</b>                        | application form, references and interview |
| The ability to give advice/instruction in a helpful, professional manner  | <b>E</b>                        | interview                                  |
| To show care and compassion for those who are distressed or hurt  | <b>E</b>                        | interview and references                   |
| To develop a sense of loyalty and pride in the school   | <b>E</b>                        | interview                                  |
| Ability to use initiative   | <b>E</b>                        | interview                                  |
| To be flexible, adaptable and to have a sense of humour   | <b>E</b>                        | interview                                  |
| To be enthusiastic and patient  | <b>E</b>                        | interview                                  |
| <b>Equal Opportunities</b>  |                                 |  |
| Candidates should be able to demonstrate and promote equality of opportunity in dealing with children and adults in a school environment. | <b>E</b>                        | application form and interview             |