

Person Specification

Post Title: Resident Graduate Assistant

June 2015

Attributes	Essential	Desirable	How will criteria be assessed:
Experience	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Voluntary work with children and young adults ➤ Previous experience of working in a School and children ➤ Behaviour management strategies 	Application Form Interview References
Qualifications	<ul style="list-style-type: none"> ➤ Educated to Degree Level ➤ Attained an excellent level in your chosen discipline 	<ul style="list-style-type: none"> ➤ Sporting, coaching, refereeing or lifeguard qualification ➤ Played a traditional sport(ball, team, cross-country, athletics) at a high level. ➤ Full UK Driving licence ➤ Category D1 to enable the position holder to drive a 17 seat minibus. ➤ Languages 	Application Form Certificates

Skills & Knowledge	<ul style="list-style-type: none"> ➤ Excellent IT skills in Outlook, Word, Excellent written communication ➤ A keen eye for detail ➤ Good interpersonal and communication skills and able to relate effectively to a wide range of people. ➤ Good analytical skills and a systematic and disciplined approach to problem solving. ➤ Confidence and leadership skills ➤ Ability to undertake work in a structured manner. ➤ Excellent time management and organisational skills. ➤ Able to demonstrate working to strict deadlines at a fast pace. 	<ul style="list-style-type: none"> ➤ Experience of SIMS ➤ Excel and PowerPoint. ➤ Ability to disseminate knowledge and good practice to other members of staff ➤ The ability to manage difficult behaviour effectively 	<p>Application form, Test</p> <p>Interview</p> <p>References</p>
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Disposition & Personal Attributes	<ul style="list-style-type: none"> ➤ Self-motivated and proactive ➤ Adaptable, willing and flexible ➤ Conscientious and dependable ➤ Honest and trustworthy ➤ High standard of personal presentation ➤ Ability and willingness to cover evenings and weekends. ➤ Commitment to educational values ➤ Ability and willingness to uphold the Christian ethos of the School ➤ Adapts to new challenges with enthusiasm ➤ The love of working with children 		Interview References
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