



**SUPPORT ASSISTANT TO PARENT SUPPORT ADVISER AND SENCO
PERSON SPECIFICATION**

General heading	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Mathematics and English GCSE at C or above • IT Literate • Relevant experience of working with children and families • Competent ICT skills, including a good understanding of ICT systems and the ability to develop them. Advanced knowledge of the Microsoft package to include Word, Excel and Outlook etc. 	<ul style="list-style-type: none"> • Relevant Level 3 qualification (NVQ, A Level) • Experience of working within education • Experience and advanced knowledge of SIMS database system
Knowledge and Understanding	<ul style="list-style-type: none"> • Excellent communication and negotiation skills • Organisational ability and accurate record keeping skills • Ability to handle confidential and sensitive information • Knowledge of the education system and the ability to help young people to make the most of it • Ability to prioritise own workloads and to recognise own coping mechanisms • An ability to be innovative • Ability to liaise effectively with all colleagues and professionals • An ability to work as part of a team • An ability to produce quality work whilst under pressure 	<ul style="list-style-type: none"> • Knowledge of the social and emotional factors that affect a child's capacity to learn • Experience of direct work with children/young people with early signs of social, emotional, health or behavioural issues • Ability to evaluate services provided • Evidence of an ability to negotiate effective working relationships across agencies which may have different priorities. • Experience of working with the education system and of effective communication with schools and associated professionals • Awareness of the legislation affecting school attendance requirements

Skills and Attributes	<ul style="list-style-type: none"> • To undertake administrative and secretarial duties on behalf of the Parent Support Adviser and Senior Leadership Team • To arrange appointments and liaise with staff, parents and other parties on behalf of the Parent Support Adviser and Senior Leadership Team • Ability to establish good working relationships with pupils and colleagues • Ensures appropriate levels of confidentiality and discretion • Ability to work in a team • Good interpersonal and communication skills • Highly organised and able to prioritise tasks and follow through to completion whilst able to continue thriving under pressure • To input and provide pupil achievement and other pupil data as required • To undertake training as required in order to fulfil roles and responsibilities • To carry out other duties as may be directed by the Headteacher for the efficient running of the school's administrative systems. 	<ul style="list-style-type: none"> • Evidence of innovative practice
------------------------------	---	---

Personal Qualities	<ul style="list-style-type: none"> • Confidence and self-motivation to work well and be decisive under pressure • Approachable, committed, empathetic and patient • Enthusiastic, tenacious, energetic and creative • Supportive and encouraging • Honesty and integrity • Resilience, maturity and optimism • Well organised and able to meet personal and school deadlines • Resourceful, reflective and able to solve problems • A sense of humour • A high level of motivation
---------------------------	--

Bowhill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted, any relevant issues arising from references will be taken up at interview.