**Process Assistant**

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| **Person Specification** | |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous * Highly organised * Excellent attention to detail * Ability to cope with a demanding workload * Team player * Enthusiastic * Respond calmly & resolve challenges * Emotionally intelligent * Good Role model * Professional demeanour and attire * Patient and good humoured * Welcoming personality |
| **Desirable** |
| * Committed to own professional development * Effective presence with students * Self-reflective |
| **Knowledge & Skills** | **Essential** |
| * Good standard of general education * Good ICT skills to include Microsoft Office and Web browsing * Creative approach to problem solving * Effective time management skills * Exemplary communication skills to all stakeholders both verbally & written. * Ability to hold people to account. * Confident disposition * Understand and comply with all school policies and procedures |
| **Desirable** |
| * Knowledge and application of behaviour management strategies * Experience of Publisher * Knowledge of SIMS or another similar Management Information Systems |
| **Specific Role Requirements** | **Essential** |
| * Ability to produce all literature, such as letters, handbooks & reports, to a very high quality * Professional communication skills, able to communicate with businesses & colleagues in person, by telephone and in writing. * Ability to multi-task within ever changing workloads * Ability to take the initiative and be proactive in prioritising heavy workloads. * Ability to be flexible & proactive * Ability to make decisions within defined procedures * Ability to be aware of and work within confidential/sensitive information/data. * Confident in reminding/chasing for various correspondence/documents. * Advance planning, being aware of the teams deadlines as well as individual deadlines. * Outstanding attention to detail accuracy & a thorough, methodical approach |
| **Desirable** |
| * Awareness of Copyright laws * Knowledge of record keeping and Data Inputting * Ability to communicate & work effectively with young people |
| **Experience** | **Essential** |
| * Experience of working in an administrative environment |
| **Desirable** |
| * Working with industrial photocopiers & printers * Franking Post * Working in Education * Working with young people * Child Protection Awareness |

**Date: .........................................................**

**Signed: .........................................................**