**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
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| **Desirable** |
| * Committed to own professional development
* Effective presence with students
* Self-reflective
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| **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
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| **Desirable** |
| * Knowledge and application of behaviour management strategies
* Experience of Publisher
* Knowledge of SIMS or another similar Management Information Systems
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| **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
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| **Desirable** |
| * Awareness of Copyright laws
* Knowledge of record keeping and Data Inputting
* Ability to communicate & work effectively with young people
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| **Experience** | **Essential** |
| * Experience of working in an administrative environment
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| **Desirable** |
| * Working with industrial photocopiers & printers
* Franking Post
* Working in Education
* Working with young people
* Child Protection Awareness
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**Date: .........................................................**

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