

**Person Specification**  
**Support Service Assistant**

Key skills and competencies will include:

- A flexible approach to work.
- A willingness and ability to work as part of a team or on own.
- Initiative and a willingness to take on responsibility.
- A willingness to cover absence in the Department and assist in other areas when required.
- Good ICT and keyboard skills.
- Attention to detail and a sense of pride in all work undertaken.
- The ability to work to deadlines and stay calm under pressure.
- Good oral and written communication skills.
- A desire to play a constructive part in the education of young people.
- The ability to command the confidence of pupils and teaching staff.
- The ability to deal with all types of people in person, face to face, in writing and over the telephone.
- A good sense of humour.