



**The Mosslands
School**

Personal Attributes

	Essential		Desirable	
	Attribute	Stage Identified	Attribute	Stage Identified
Qualifications	Good general education with GCSE's or equivalent in Maths & English	A	Degree or equivalent	A
Experience	Experience of working with children Familiar with working with Windows software	A, I, R	Experience of working in a school setting. Familiar with using SIMS Lesson Monitor	A,R
Knowledge and skills	Good administration / organisational skills	A,R	Trained in the use of Behaviour Management techniques or willingness to undertake training	A, I, R
	Good communication and interpersonal skills	A, I, R		
	Ability to supervise pupils confidently	A, I, R	First Aid qualification	A,R
	Can work using own initiative	R	Knowledge of school safe guarding procedures	A,R
	Confident user of ICT	A, I, R		
	Good levels of literacy and numeracy	A,R		
Special requirements	Adopt a flexible approach and work in a team	I,R		
	Maintain confidentiality	I,R		
	To be supportive of colleagues and the school's mission	I,R		
	Excellent record of attendance and punctuality	A,R		

A = Application R = Reference I = Interview