



# HATTON ACADEMIES TRUST

## PERSON SPECIFICATION

Post Title: VI Form Support Assistant

### Education and Qualifications:

Essential Criteria	Desirable Criteria
Minimum Level 2 in English and Maths  Excellent ICT skills, including Word and Excel  First Aid qualification (or the willingness to undertake first aid training)	Knowledge of SIMs would be an advantage

### Knowledge / Skills:

Essential Criteria	Desirable Criteria
Proven, recent experience of working successfully in an administration role in a busy department  Understanding of confidentiality / data protection and its boundaries  Well organised with good time management skills  Confident and with communication skills in order to work effectively with subject teachers, parents and pupils  The ability to identify work priorities and manage the given workload to meet deadlines  The ability to establish positive working relationships with all pupils in the VI Form  Able to work using own initiative, be pro-active, follow direct guidance from the Head of VI Form and work as a part of a team	Experience of supporting secondary school aged children and families.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Good interpersonal skills with the ability to work with staff, parents and pupils as required</p> <p>Approachable and supportive in order to provide advice and guidance to pupils as required</p>	
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**Attitude:**

<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<p>Reliable and flexible in order to maintain the consistency of expectations and meet standards &amp; deadlines</p> <p>Demonstrate an awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Commitment to deliver a first class service to internal and external customers</p> <p>Must be suitable to work with children and young people</p>	

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