

Great Academy Ashton - Person Specification – Isolation Manager

Person Specification	Assessment Key A = Application Form I = Interview
----------------------	---

Education and Qualification	Essential	Desirable	Assessment
Good educational background including GCSE or equivalent in English and Maths	X		A
Evidence of continuing personal and professional development	X		A
Experience	Essential	Desirable	Assessment
Previous experience of working with young people in an advisory capacity	X		A/I
Experience of working within the educational system		X	A/I
Knowledge and understanding	Essential	Desirable	Assessment
Working knowledge of a range of software packages including Microsoft Word, Excel, Outlook	X		A/I
Knowledge of confidentiality	X		I
Awareness of Child Protection issues	X		I
Awareness of a Trauma Informed approach		X	I
Skills and abilities	Essential	Desirable	Assessment
High level of personal organisation skills	X		I
Able to deal with challenging situations in a calm and professional manner	X		I
Ability to contribute to team meetings and contribute ideas	X		I
Personal Qualities	Essential	Desirable	Assessment
High personal standards in terms of attendance, punctuality and organising workload	X		I
Willingness to undergo further training and development	X		I
Positive and enthusiastic approach towards work	X		I
Ability to act on own initiative	X		I
Professional approach when dealing with all issues and staff	X		I
Ability to work as part of a team effectively	X		I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection	X		A/I
Other	Essential	Desirable	Assessment
Flexibility of working hours	X		A/I