



Walbottle Campus Person specification

Category	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Good general education • Level 2 qualification in Maths and English 	<ul style="list-style-type: none"> • Awareness of Health & Safety issues • First Aid Training • Level 3 qualification in a relevant Subject area.
Experience	<ul style="list-style-type: none"> • Work within a service environment, hospitality or events management. • Experience of establishing positive relationships with customers. • Negotiation skills 	<ul style="list-style-type: none"> • Work in schools/education
Knowledge and Skills	<ul style="list-style-type: none"> • Good people skills • Effective communicator • Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Knowledge of behaviour management strategies
Personal Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team • Reliable • A flexible, target-driven, proactive approach. • self-motivation and enthusiasm • Time-management skills and the ability to work to conflicting deadlines to ensure the efficient running of an event. • Problem-solving skills and diplomacy. • Loyalty to the Leadership Team and the Governing Body. 	

Prepared by:

Name:	Tracey Gray	Date:	September 2018
Title and/or department:	Director of Support		

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.