

Northern Education Trust
Post: Casual Academy Support Assistant
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	D	☐	
2.	Willingness to participate in training and development opportunities	E	☐	☐
EXPERIENCE				
3.	Experience of reception duties	D	☐	
4.	Experience of working in a school environment	D	☐	☐
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Excellent communication and listening skills	E	☐	☐
6.	Ability to respect and maintain confidentiality	E	☐	☐
7.	First Aid at work qualification	D	☐	☐
8.	ICT literate with a working ability to use key IT software to present work to a high standard	E	☐	☐
9.	Efficient and effective organisational skills	E	☐	☐
10.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	☐	☐
11.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	☐	☐
PERSONAL QUALITIES				
12.	A strong commitment to the Trust values and ethos	E	☐	☐
13.	Friendly and approachable manner, reliable and punctual	E	☐	☐
14.	A flexible approach and strong work ethic	E	☐	☐

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.