

**Personal attributes based on Job Description:**
**Essential or  
Desirable:**
**Qualifications and Certification – assessed through application/interview/references if applicable**

Good passes in English and Maths at GCSE or equivalent

Essential

First Aid at Work qualification

Desirable

Up to date training in Keeping Children Safe in Education

Desirable

**Knowledge and Experience – assessed through application/interview/references if applicable**

Knowledge of and competency in IT skills including the use of Microsoft Word, Excel, Teams

Essential

Excellent organisational and administrative skills

Essential

Experience of working with a school MIS system such as BROMCOM

Desirable

Previous experience of working with children in a professional capacity

Desirable

The ability to build warm and effective professional relationships with staff, Students and parents

Essential

**Skills and Attributes – assessed through application/interview/references**

Effective communicator, able to respond sensitively to students and staff members

Essential

Good listener and ability to show empathy

Essential

Excellent communication

Essential

Ability to sensitively and positively manage difficult situations including conflict with staff, parents and Students.

Essential

Ability to understand and support students with Special Educational Needs

Desirable

**Personal attributes based on Job Description:****Essential or  
Desirable:****Personal Qualities** – assessed through application/interview/references

Empathy, professionalism, and confidentiality when working with students and families.

Essential

Ability to work individually and as part of a team

Essential

*Tytherington School is committed to safeguarding and promoting the welfare of children and expects staff working in all its schools to share this commitment. The successful applicant will be subject to an enhanced DBS check along with standard pre-employment safeguarding checks.*