



Key Criteria		Essential/ Desirable	Assessment Application/ Task/Interview/ Vetting (A, T, I, V)
Qualifications and Training			
1.	Good basic literacy and numeracy skills	E	A, T, I
2.	Willingness to gain knowledge of health & safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures	D	A, I
Aptitude, Skills and Experience			
3.	A strong commitment to the safeguarding and welfare of children and young people	E	A, T, I
4.	To communicate clearly and effectively	E	A, T, I
5.	Understanding of the basic principles of health and safety in a school environment	E	A, I
6.	Ability to operate as part of a team or individually	E	A, T, I
7.	Ability to perform the physical tasks required from the post, including lifting, carrying, moving desks/chairs etc.	E	T, I
8.	Effective time management to fulfil duties in the required time to the high standard expected	E	A, T, I
9.	Ability to work in an organised and methodical manner	E	A, T, I
Personal Attributes			
10.	Willingness to participate in further training and development opportunities offered by the School and Trust	E	A, I
11.	Flexibility and adaptability, able to respond to changing circumstances	E	A, T, I
12.	A proactive approach to problem-solving and the ability to take the initiative	E	A, T, I
13.	An understanding of the need for confidentiality within the school setting	E	A, I
Other Requirements			
14.	A strong commitment to both Trust values and ethos with a willingness to work collaboratively across the Trust	E	A, I
15.	Ability to travel between schools within the Multi Academy Trust when necessary	D	A, I

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

Balmoral Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applications with disabilities will be granted an interview if the essential job criteria are met.