PERSON SPECIFICATION

JOB TITLE	Graduate Assistant Drama
DEPARTMENT	Drama
SECTION	Co-Curricular
LINE MANAGER	Director of Drama

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, SKILLS & EXPERIENCE:		
A degree in Drama, Performing Arts, Theatre Studies, or a related subject.	√	
Excellent organisational skills with a proven ability to prioritise, work to deadlines and manage competing demands.	√	
Accuracy, reliability, attention to detail and a commitment to maintaining high professional standards.	√	
Excellent written and oral communication skills, and confidence in dealing with a wide variety of people.	√	
Excellent IT skills, including MS Word, Excel and Outlook, and a good understanding of databases.	√	
Able to work effectively on own initiative and as part of a team.	√	
Discretion and an appreciation of the need to respect confidentiality.	√	
Flexibility and willingness to work additional hours, including evenings, during production periods.	√	
An understanding of, and commitment to, safeguarding and promoting the welfare of children.	√	
An interest in, or experience of, theatre, drama or the performing arts.		√
Prior teaching experience in school settings or similar environments.		√
Experience of SOCS, iSAMS or similar school management information systems.		√
APTITUDES:		
Safeguard and promote the welfare of children	√	
Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Ability to uphold appropriate standards of behaviour	√	
Discretion, courtesy, honesty, and integrity	√	
Reliable, punctual, diligent and well-organised	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.