



**RIDGEWOOD
SCHOOL**

**STUDENT SERVICES ASSISTANT: HEALTH & WELFARE
PERSON SPECIFICATION**

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> • GCSE English and Maths at grade 4/C or above (or equivalent) • Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> • Qualified First Aider 	Application
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Experience of working as part of a team • Experience of producing documents, spreadsheets, databases and presentations to a high standard • Experience working in an administrative position 	<ul style="list-style-type: none"> • Experience of providing first aid and medical support • Successful experience in working with young people 	Application Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • High levels of literacy • Knowledge of Word, Excel and other office programs • Able to work in and adapt to a fast-paced, changing environment • Ability to handle confidential information • Able to work collaboratively with others • Able to communicate clearly and confidently using a range of channels • Self-motivated with the ability to work with minimal supervision • Excellent organisational skills • Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> • Awareness of potential barriers to learning and the ability to identify strategies to overcome these • Ability to handle difficult situations with sensitivity, confidentiality and discretion • Previous experience with inter agency working 	Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders • Demonstrate integrity, fairness and consistency in all working practices • Ability to be flexible • A supportive and empathetic approach to students 		Application Interview References

The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service