



## Watford Grammar School for Girls

<b>Person Specification</b>			
<b>Position:</b>		Non-Teaching	
<b>Department:</b>			
	<b>Requirement</b>	<b>Desired/Essential</b>	<b>Assessment</b>
Qualification	A good honours degree	Essential	Application form, Interview
Specific Training Requirements	Interested in training to teach	Desired	Application form, Interview
Experience	Experience of working with children.	Desired	Application form, Interview
Knowledge	Competent IT Skills	Essential	Application form, Interview
Skills & Competencies	Proven organisational and administrative skills. Willingness to learn new skills. Ability to work effectively with a range of people.	Essential Essential Essential	Application form, Interview
Communication Skills	Articulate and accurate communication.	Essential	Application form, Interview
Personal Attributes	A commitment to raising achievement and providing challenge. Ability to work as part of a team. Ability to create good working relationships with children 1:1 and an ability to empathise with students Willingness to take a full part in extended-curricular activities, including day trips. In sympathy with the aims of the school. Enthusiasm, energy, initiative and a sense of humour. Willingness to be flexible, use initiative and work independently	Essential Essential Essential Essential Essential Essential	Application form, Interview
Other	Ability to maintain confidentiality, working under Safeguarding protocols.	Essential	Interview



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### **Notes**

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will be appropriate to the role advertised and:

- Focus on the requirements to carry out the duties of the job, as described
- Explore issues relating to the safeguarding and promoting the welfare of children, including
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitudes to use of authority and maintaining discipline
- Be used to explore any relevant issues arising from references received