



## Watford Grammar School for Girls

Person Specification			
<b>Position:</b>		Non-Teaching	
<b>Department:</b>			
	Requirement	Desired/Essential	Assessment
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.	Essential	Application form, Interview
	Willingness to learn new skills.	Essential	
	Ability to work effectively with a range of people.	Essential	
Communication Skills	Articulate and accurate communication.	Essential	Application form, Interview
Personal Attributes	A commitment to raising achievement and providing challenge.	Essential	Application form, Interview
	Ability to work as part of a team.	Essential	
	Ability to create good working relationships with children 1:1 and an ability to empathise with students	Essential	
	Willingness to take a full part in extended-curricular activities, including day trips.	Essential	
	In sympathy with the aims of the school.	Essential	
	Enthusiasm, energy, initiative and a sense of humour.	Essential	
	Willingness to be flexible, use initiative and work independently	Essential	
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