

Wellington School
Student Support Officer - Person Specification



| Essential | Desirable |
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| <u>Qualifications</u> | |
| <ul style="list-style-type: none"> ▪ GCSE Grade C (or equivalent) or above in English and Maths | |
| <u>Skills and Abilities</u> | |
| <ul style="list-style-type: none"> ▪ Good numeracy/literacy skills ▪ Good working knowledge of Microsoft Office ▪ Able to plan and deal with conflicting priorities in organising own work schedule ▪ Able to develop and maintain close links and work effectively with staff both within and beyond the school ▪ Good planning and organisational skills and a flexible approach to the management of work ▪ Excellent communication skills both written and oral and the ability to communicate effectively with staff and students ▪ Able to prioritise own workload ▪ Understand the importance of safeguarding/child protection when working in a school setting | <ul style="list-style-type: none"> ▪ Experience of working in an educational setting with students |
| <u>Personal Attributes</u> | |
| <ul style="list-style-type: none"> ▪ Able to work as part of a team and on own initiative with resilience ▪ Self-motivated with the ability to multi-task ▪ Good interpersonal skills, and the ability to enthuse/motivate others ▪ Flexible and adaptable ▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required ▪ Good interpersonal skills ▪ Patience and the ability to deal with a wide range of demands from a variety of people all at once | |