



Person Specification

Pupil Support Assistant

March 2025

Criteria	Essential (E) or Desirable (D)	Method of Assessment Application (A) Reference (R) Interview (I)
<p>Education</p> <p>Educated at least to 'A' level standard or equivalent</p> <p>Excellent literacy and numeracy skills</p> <p>Evidence of further training or professional development</p> <p>Excellent technology skills</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>
<p>Experience</p> <p>Successful experience of working with young people in a supportive way</p> <p>Experience of working in maintained schools, at least one of which has been in the secondary phase</p> <p>Experience of working in a multi-cultural educational environment</p>	<p>E</p> <p>D</p> <p>E</p>	<p>A/R</p> <p>A/I</p> <p>A/I</p>

<p>Knowledge, Skills and Abilities</p> <p>Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile</p> <p>Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation</p> <p>Shows confidence in dealing assertively with young people</p> <p>Excellent negotiation skills with both adults and young people</p> <p>Ability to implement administrative systems and procedures</p> <p>Ability to communicate effectively with a range of adults including families and social workers through meetings, online and via email.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/R/I</p> <p>I</p> <p>I</p> <p>A/R/I</p> <p>A/R/I</p>
<p>Deployment of Resources</p> <p>Experience of placing and progressing orders, working within budget parameters</p>	<p>D</p>	<p>A/R/I</p>
<p>Personal Qualities</p> <p>Committed, practising Christian</p> <p>Awareness and appreciation of Christian values</p> <p>Committed to setting and maintaining high standards</p> <p>Committed to education principles which are inclusive of all pupils</p> <p>Ability to work with pupils, parents, staff and governors</p> <p>Excellent interpersonal and communication skills</p> <p>Flexible in working practice</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

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