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| **Essential** | **Desirable** |
| **Skills*** Listening skills
* Empathy
* Ability to relate well to children and adults.
* Observing and applying appropriate boundaries
* Building self-reliance and independence in children
* Good level of literacy and numeracy skills
* Self-reflective regarding continuing professional development
* Able to support families and carers with students with challenging needs/medical conditions
* Attention to detail, even under distraction.
* Meeting deadlines
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| **Knowledge and understanding*** To ensure you learn and keep up to date with all relevant policies/codes of practice and legislation.
* Safeguarding principles, procedures, and best practice.
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| **Qualifications/Training*** Significant experience in use of spreadsheets and databases.
* First aid trained or willing to undertake training
 | * Maths and English GCSE Grade C+
* Familiarity through use with school attendance procedures and systems
* Familiarity through use with Arbor
* Familiarity through use of administering medicines.
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