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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 |  |
| **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. |  |
| **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. |