

## Person Specification

### Boarding Assistant, May 2019

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	First aid at work qualification and/or willingness to obtain one.	Educated to GCSE level (or equivalent)  BSA qualification desirable or willingness to work towards obtaining one.
<b>Knowledge</b>	The ability to develop a good awareness of 'Keeping Children Safe' and Safeguarding policy/processes.  The ability to develop a good awareness and understanding of the National Minimum Standards for Boarding and ISI regulations and how they apply to the day to day running of boarding.	
<b>Experience</b>	Experience of working with children and young people.	Prior experience of working in boarding and pastoral.
<b>Skills and Aptitudes required</b>	Strong IT capabilities to include Outlook, Word, Excel and database packages.  The ability to build appropriate relationships with students and staff and be able to have a positive impact on the Boarding community.  The ability to lead students and staff calmly when under pressure.  Good organisational skills  The ability to understand and implement key policies and procedures.  Ability to "step up" and take charge (if required & with support).	An awareness of different cultures and how diversity in a boarding house may be promoted.  Ability to drive a minibus or school people carrier would be desirable.  The ability to run an extra-curricular activity.

<p><b>Personal Qualities required</b></p>	<p>A wish to work in a professional capacity with young people.</p> <p>A willingness to get involved in all aspects of the life of the School.</p> <p>Planning &amp; organising skills.</p> <p>Initiative.</p> <p>Emotional resilience.</p> <p>High levels of energy and enthusiasm.</p> <p>High level communication and interpersonal skills with the ability to work with a wide range of stakeholders.</p> <p>Work well as part of a team.</p> <p>Flexible &amp; Adaptable in terms of duties and hours.</p> <p>Sense of fun and willingness to share ideas and inspire young people.</p>	
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