

**ASCENT ACADEMIES TRUST – Barbara Priestman Academy**  
**PERSON SPECIFICATION – Extended Schools Provision & Short Breaks Lead**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	5 x GCSE A* - C or equivalent, including Maths and English (evidence required)	Application Certificate			
	E2	NVQ3 qualification or equivalent in relevant area (evidence required)	Application Certificate			
<b>Experience &amp; Knowledge</b>	E3	Sound knowledge of pupils with complex needs and ASD	Application Reference Interview	D1	Experience of preparing and monitoring outcomes against recognised criteria	Application Interview
	E4	Significant knowledge of safeguarding policies, procedures and practices	Application Reference Interview	D2	Experience of recruiting staff	Application Interview
	E5	Sound knowledge of Health and Safety and its implementation in an education environment	Application Reference Interview	D3	Experience or preparing short, medium and long term plans	Application Interview
	E6	Experience of working effectively with a range of professionals and possess strong people skills	Application Reference Interview	D4	Experience of preparing bids for funding	Application Interview
	E7	Experience of preparing risk assessments , and monitoring risks against controls	Application Interview			
<b>Skills</b>	E8	Possess sound organisational skills and be able to work on your own initiative	Application Interview			

	E9	Ability to develop positive relationships with students and their families	Application Interview			
<b>Special Requirements</b>	E10	Ability to work flexibly to meet the demands of the post	Application Interview	D5	A willingness and ability to work across the Trust as required	Application Interview
	E11	Suitable to work with children/young people	Application Disclosure			