

Behaviour Support Officer Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	4 GCSE passes A*-C or equivalent including Maths and English. - Basic ICT Skills	First Aid qualification.
Communication	- Good written and oral communication skills. - Fully supported by 2 referees.	
Organisation	Excellent time management and effective organisational skills.	
Experience	- Evidence of responding quickly to stakeholder needs and resolving concerns - Proven ability to work to deadlines - Use of IT systems to compile reports and analyse data	- Experience of working in a school or with young people. - Experience of working in an administration role. - Excellent IT skills - Experience of working with external agencies - Working with management information systems - Experience of working in a school or other educational institute an advantage - SIMS experience - Awareness of Safeguarding and Child Protection issues - Knowledge of Admissions and Attendance regulations
Personal Qualities	- Loyal. - Resilient. - Flexible, reliable, ability to act on own initiative. - Enthusiastic and highly motivated. - Good ambassador for the school. - Thorough, rigorous.	