

**Personal Specification - Matrovers School (April 2014)**

**Qualifications, Knowledge and Skills**

Essential	Desirable
Knowledge and experience to undertake the tasks needed in the Job Description to a high standard, or aptitude to acquire capability in the role rapidly	Achievement of, or working towards relevant qualification and or relevant Health and Safety certification
GCSE grade C or equivalent in Maths and English and, where appropriate, qualification commensurate with the role.	Ability to work with the equipment and systems needed to undertake the role to a good standard.
Able to adapt to change with a positive attitude.	Ability to learn new tasks quickly and prioritise work.
Ability to communicate effectively in writing and verbally.	Familiar with Schools Management Information System for the area of responsibility.
Ability to work outside core area of responsibility when needed.	
Good time keeping.	
Ability to focus on the priorities of the School	
Willingness to undertake other duties and tasks other than those within your job description	

**Professional characteristics and qualities**

Excellence	
<i>With enthusiasm, you work to the standards expected in an outstanding school. You pursue a 'can-do' attitude in all of the work you deliver.</i>	
Essential	Desirable
You are punctual and friendly and demonstrate a positive professional attitude.	You promote and drive continuous improvement by asking 'How could we do this better?'.
You take pride in your own work and that of your team members.	You work with others in tailoring support services to meet expectations.
You understand who you support and why they matter.	You focus on longer-term outcomes rather than short-sighted initiatives.
You are willing to go the extra mile for colleagues and act upon their feedback.	You understand how your team learn and develop and use this knowledge to improve your performance
	You lead by example; influencing and inspiring confidence in others.

Responsibility	
<i>You take ownership of your work and use your initiative to work efficiently. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.</i>	
Essential	Desirable
You are trustworthy and reliable.	You take personal responsibility for your performance
You seek to learn from your colleagues to improve your knowledge, skills and performance	You are flexible in providing solutions to deliver improvements and resolve issues.
You review your own performance and ask for feedback to learn and improve.	You take accountability for your development needs.
You work safely to maintain the health of both yourself and others.	You plan your own time and workload to meet your objectives.
You use your initiative to solve problems and inform others when you are aware of potential issues.	You balance competing priorities to meet standards and expectations.
You acknowledge when you make mistakes and take responsibility for addressing and correcting them.	You challenge and confront poor performance.
You appropriately challenge assumptions and unhelpful behaviour.	You support a blameless culture, learning from the mistakes of yourself and others in a positive way
You publically role model the expected behaviours.	You stand-by difficult decisions and openly acknowledge errors.

Simplicity	
<i>You communicate clearly and concisely, ensuring that the message is understood by all.</i>	
Essential	Desirable
You use, to full advantage, the available information systems and procedures when working to achieve outcomes.	You look to streamline and interlink processes for a simple approach.

You are open to new ideas and suggestions and speak up appropriately when you see a better way.	You summarise complex information to make it understandable.
You communicate relevant information regularly and effectively.	You seek others' opinions and are open and honest.
	You listen to the views of your team; checking that approaches are united and encouraging them to challenge and provide feedback.



<b>Working together with trust and respect</b>	
<i>You work with others effectively and in a way that supports mutual trust and respect. You value others and use diversity of views to act in a way expected in an outstanding school. You are aware of your impact on others and your use of resources.</i>	
<b>Essential</b>	<b>Desirable</b>
You work together with colleagues and others, and take the time to build effective and rational working relationships.	You continue to give time to colleagues who need help, even when the pressure is on.
You celebrate team successes and create a positive team spirit.	You trust colleagues to fulfil their responsibilities.
You work well with people who have different ideas, perspectives and backgrounds.	You listen carefully to others – showing that you respect and value their input.
You share skills and knowledge and encourage and support others in applying their ideas to work – helping others to help themselves.	You manage your reactions to situations professionally and calmly.
You encourage working together for the benefit of the School.	
You are respectful and considerate.	
You understand how your behaviours can be interpreted and consider the impact you have on others.	
When directed, you are able to focus on the needs and priorities of school rather than your own workload.	