

## Menzies High School Science College

Learning Support Assistant 2  
Term Time Only

<b>PERSONNEL SPECIFICATION</b>		
<b>QUALITY</b>	<b>ESSENTIAL</b>	<b>EVIDENCE SOUGHT</b>
<b>GCSE Maths and English or equivalent</b>	√	<b>Application and Interview</b>
<b>Good telephone manner, communication and interpersonal skills</b>	√	<b>Application and interview</b>
<b>Ability to deal with staff, parents, students and visitors in appropriate manner</b>	√	<b>Application and interview</b>
<b>Accuracy and attention to detail</b>	√	<b>Application and interview</b>
<b>Ability to work as part of a team and on own initiative</b>	√	<b>Application and interview</b>
<b>Flexibility</b>	√	<b>Application and interview</b>
<b>Work under pressure</b>	√	<b>Application and interview</b>
<b>Previous experience of working with young people on behavioural issues / special needs</b>	advantage	<b>Application and interview</b>
<b>Interest in the reasons and solutions for poor behaviour</b>	advantage	<b>Application and interview</b>
<b>IT Skills /word processing, spreadsheets, databases</b>	advantage	<b>Application and interview</b>