



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL

PERSON SPECIFICATION – Residential Graduate Assistant

Skills and Knowledge

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Essential
Good communication skills, both verbal and written	Essential
Have an understanding of child protection (safeguarding) requirements	Essential
First aid knowledge	Desirable

Qualifications/Attainment

First degree	Essential
GCSE in English Language and Mathematics	Essential
Full, clean driving licence	Desirable

Experience

Experience of working in a school environment	Desirable

Attitude/approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well Presented	Essential
Flexible over working hours according to the needs of the school	Essential

Other requirements:

Have empathy and understanding of a boarding environment and the ethos of our school	Essential
Be a good role model	Essential
Successful candidate requires enhanced DBS clearance	