

Person Specification – BMS Project Worker

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart business-like appearance • Excellent verbal and written communication skills • Immediately apparent confidence 	<ul style="list-style-type: none"> • Presence 	Interview
Qualifications	<ul style="list-style-type: none"> • Literacy skills (GCSE in English required) • Numeracy skills (GCSE in Maths required) • Knowledge of ICT (Post requires effective use of ICT software such as SIMS/Excel) 	<ul style="list-style-type: none"> • Coaching/training qualification • Educated to graduate level 	Application Form and Interview
Experience	<ul style="list-style-type: none"> • Experience of record keeping • A form of prior work with young people, whether mentoring/coaching/teaching capacity • Demonstrable experience of building positive relationships with young people. 	<ul style="list-style-type: none"> • Experience working with challenging young people. • Experience of effectively liaising with a range of departments/agencies • Knowledge of behaviour management strategies 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willingness to undertake training as required 		Application Form and Interview.
Circumstances	<ul style="list-style-type: none"> • Ability to attend evening meetings. • Ability to work flexibly to support students on alternative timetables. • Ability to work during some school holiday periods. • Ability to attend all Academy open and parents' evenings. • Ability to attend all Academy special events 	<ul style="list-style-type: none"> • A desire for a career within Pastoral support. 	

	<ul style="list-style-type: none"> • Ability to work on Saturday morning as required. 		
Disposition	<ul style="list-style-type: none"> • Ability to add value to a highly motivated, capable, efficient team. • To be an excellent team layer. • Ability to support, influence and motivate students. • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Ability to remain calm under pressure and manage conflicting demands. • Ability to manage and prioritise a diverse and demanding workload. • Good organisational and time management skills. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Ability to work with tact and diplomacy. • Personal resilience. 	<ul style="list-style-type: none"> • A sense of humour. • Ambition. • A willingness to reflect on impact/experiences. 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Ability to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. • ICT literate with a desire and ability to develop new skills. • Ability to manage and prioritise work load effectively. • Ability to work as a member of a diverse team. 	<ul style="list-style-type: none"> • Willingness to lead on projects relating to data analysis, student performance and pastoral care. 	

	<ul style="list-style-type: none">• Good understanding of diversity of needs.• Ability to interpret information and compile detailed reports.		
Legal Requirements	<ul style="list-style-type: none">• Enhanced Criminal Records Bureau Check.		