

# Neston Primary School



## Person Specification for Parent Support Advisor / SEN Admin

	Essential	Desirable
Qualifications	A valid DBS will be required in advance of starting work (organised by the school)	First Aid Qualification Valid DBS Check
Experience	Working as part of a team	Experience of working as a PSA or work within a school.  Experience of working with children, including voluntary work
Knowledge and Understanding	Respect confidentiality of the post with regard to pupils, families and staff	Good knowledge of safe working practices with children  Knowledge of behaviour management and positive language  Child Protection
Skills	<p>Ability to build and maintain good links with families and provide one-to-one support on sensitive issues</p> <p>Communicate and deal with outside agencies when required</p> <p>Able to run community groups on social skills and parental engagement</p> <p>Relate to children at the appropriate level and provide support to children to engage in the school community</p> <p>Attend meetings and provide supportive documentation</p> <p>Follow the school behaviour policy and practice</p> <p>Remain calm when dealing with challenging behaviour</p> <p>Inspire trust and confidence in children and families</p> <p>Have an effective level of IT experience</p> <p>Demonstrate a high standard of spoken English</p>	<p>Recognise behaviour giving cause for concern, informing the Head, teacher or teaching staff</p> <p>Sense of humour</p>
Professional qualities	<p>Energy and enthusiasm</p> <p>Being positive</p> <p>Flexible</p> <p>Caring</p> <p>Patience</p> <p>Confidentiality</p>	<p>Creative</p> <p>Resourceful</p>