

- Report cases of suspected child abuse in accordance with Trinity policy and legal obligation.

Performance Criteria

- Timely completion of tasks
- Presentation and attire is in line with expectations and standards of an independent school
- Assists with and promotes the development of positive relationships with children and their parents
- Excellent communication skills with students and staff
- Illustrates and implements effective organisational skills
- Collaborative and flexible member of the Enhanced Learning Department
- Approaches tasks in a creative and flexible manner

Knowledge required for this position

- School procedures
- Record keeping
- Structure of a School
- Microsoft Office and other general applications

Skills required for this position

- Effective skills in written and oral communication
- Computer skills an advantage

Attributes required for this position

- An ability to communicate effectively with children, parents and other staff
- An ability to work without supervision
- Adaptable in times of change
- Demonstrate the ability to work as a team member
- An ability to maintain confidentiality
- A caring and flexible attitude towards children
- Willingness to accept responsibility
- To have a co-operative and flexible attitude towards the delivery of the educational programs.
- Recognise the importance of professional integrity and ethical behaviour
- Ability to operate under pressure
- Patience and tactfulness
- Attention to detail
- Proactive approach to problem solving

Qualifications

A post school qualification and/or a teaching background will be highly regarded.

Experience/Pre-requisites

A minimum of two years' experience working in an education environment.

Approval

This position description was approved by the Business Manager
September 2016