

Person Specification – OSIC Lead

Factor	Requirements	How Identified	Rank E- Essential D-Desireable
Knowledge & Skills	NVQ3 or equivalent qualification in relevant discipline.	AF/V	E
	Knowledge of Microsoft software packages, and experience of using word processing and spreadsheets packages	AF/I/R	D
	Ability to work under pressure to complete deliverables and adhere to deadlines.	AF/I	E
	Excellent organisational skills including an ability to manage own workload and plan activities.	AF/I	E
	Good communication skills in written and spoken English.	AF/I	E
	Fluency in Welsh Language	AF/I	D
	Knowledge and experience of using positive behaviour support strategies to manage and change challenging behaviour.	AF/I	D
Creativity & Innovation	Knowledge of and commitment to the rights and interests of children and young people.	AF/I	D
	Excellent personal motivation and enthusiasm for completing assigned tasks.	AF/I	E
	Ability to research and organise information for inclusion in documents and reports.	AF/I/R	D
Contacts & Relationships	Ability to work independently and use initiative to solve problems and create solutions.	AF/I/R	D
	Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff, parents and external organisations.	AF/I	E
Decisions/ Recommendations	Ability to integrate into and work effectively within a variety of team environments.	I	E
	Ability to recognise ways in which systems can be enhanced to maximise their effectiveness and present a coherent case for doing so	AF/I/R	E
Resources	Capable of making decisions as to prioritising work tasks and deadlines	AF/I	E
	Responsible for the safekeeping of school digitalised assessment data.	I	E
Work Demands	Ability to respond effectively to regular interruptions and to deal with any conflicting priorities that may arise.	AF/I	E
Physical Demands	The post is largely school based however some travel for training or meetings at other sites may be required.	AF/I	E
	Ability to cope with a high level of computer system use.	AF/I	D

AF: Application Form

I: Interview

R: Reference

V: Verification