**Person Specification**

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|  | Essential | Desirable |
| Qualifications and training | * Be qualified in literacy and numeracy. * Be willing to undertake training as required and assist in training colleagues. * Have experience of working in an educational environment. | * Have basic administrative experience, including record keeping. * Have a health and safety qualification, e.g. first aid. |
| Experience | * Successful working practices in understanding children. * Fulfilling all spoken aspects of the role with confidence. | * Working in an educational environment. * Basic administrative experience including record keeping. |
| Skills and Knowledge | * Understand health and safety issues and good practice in relation to working with children. | * Have an awareness of policies and procedures relating to working in a school * Be able to contribute to the wider school community and activities. |
| Personal qualities | * Flexible in terms of working hours * Be flexible attending required training * Eligible to work in the UK. * Open to having the relevant security checks made on them, e.g. an enhanced DBS check. * Suitable to work with children and young people. * Able to communicate effectively. * Flexible and positive towards change. * Willing to work as part of a team. * Reliable and organised. * Approachable and self-motivated. * Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. | |

**General Information**

* Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.