

# Person Specification: Teaching Assistant Beckfoot Oakbank School

ESSENTIAL REQUIREMENTS		HOW IDENTIFIED
QUALIFICATIONS	a) GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 b) NVQ2 (or equivalent) in a relevant discipline	Application
EXPERIENCE	c) Experience of general clerical /administrative work	Application References Interview
TRAINING	d) Awareness of Multi Academy Trusts	Application Interview
KNOWLEDGE, SKILLS AND ABILITY	e) Appropriate knowledge of first aid. f) Effective use of ICT packages good keyboard skills. g) Knowledge of SIMs and recording h) Competent use of relevant administrative equipment/resources e.g. photocopier, Scanner. i) Knowledge of relevant policies/codes of practice including Keeping Children Safe in Education (part 1) j) Ability to relate well to children and adults. k) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these. l) Ability to identify own learning and development needs and cooperate with means to address these. m) To be responsible for promoting and safeguarding the welfare of children and young people within the school.	Application Interview
PERSONAL CIRCUMSTANCES	n) Must have the ability to be flexible and work to the requirements of a busy school	Application Interview
DISPOSITION AND ATTITUDE	o) To like young people and be liked by them p) Understand the importance of work/ life balance. q) Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. r) Desire to develop.	Application Interview References
PHYSICAL	s) Excellent attendance and punctuality. Resilient	Reference Interview
EQUALITY	t) A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview

