**Reedley Primary School - Achieving Today For Tomorrow`s World**

**Personal Specification - TA3 Apprentice**

|  |  |
| --- | --- |
| **Education and Qualifications** | **Essential*** GCSE Mathematics & English Language at C or above
* A desire to undertake further training and development as required

**Desirable*** Recent First Aid qualification
 |
| **Experience** | **Desirable*** Previous experience working with children
 |
| **Knowledge, Skills and Abilities** | **Essential*** Good IT skills
* Ability to communicate effectively with all colleagues
 |
| **Personal Attributes** | **Essential*** Excellent organisation and planning skills
* An enthusiastic and positive attitude
* High levels of initiative
* High standards and expectations
* Flexibility
* Skills to cope with a wide range of tasks
* Ability to work calmly under pressure
* Willingness to make a valuable contribution to the vision and direction of Reedley School
* A good personal attendance record
* Welcoming and approachable
 |

The post will be subject to strong supportive professional references. The Governors are committed to ensuring that an appointment will follow safer recruiting procedures including carrying out online checks for each candidate.

A successful DBS check will be required before appointment.

High levels of accurate grammar, spelling and punctuation are essential as we have high expectations of all staff members. Therefore, candidates should take extra care to ensure that their application is free from errors, as this could preclude the application from being short-listed.

Candidates who do not meet the essential criteria of this person specification will not be considered.