

**Personal Specification – Level 3 Teaching Assistant**

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| **Education and Qualifications** | **Essential**   * Apprentices who begin their apprenticeship under the age of 19 will be required to study and achieve qualifications in English and Maths, if prior achievement at GCSE C/4 has not previously been achieved. Apprentices aged 19 and over at the start of their apprenticeship are no longer required to study and achieve qualifications in English and Maths. * 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 and social media checks to ensure that the candidates have a professional outlook.

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.