Lancashire County Council

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| **Person specification form** | | | | |
| **Job title:** Apprentice Teaching Assistant Level | | | **Grade: National Living Wage – Apprentice £7.55 per hour** | |
|  | | |
| **Directorate:** Children and Young People | | | **Post number:** | |
| **Establishment or team: Willow Tree Federation** | | | | |
| **Requirements**  **(based on the job description)** | | **Essential (E)**  **or**  **desirable (D)** | | **To be identified by: application form (AF),**  **interview (I),**  **test (T), or**  **other (give details)** |
| **Qualifications** | |  | |  |
| English GCSE or Equivalent | | E | | AF |
| Maths GCSE or Equivalent | | E | | AF |
| **Knowledge, skills and abilities** | |  | |  |
| A commitment to complete a level 3 apprenticeship qualification. | | E | | I |
| Ability to relate well to children | | E | | AF/ I |
| Ability to work as part of a team | | E | | AF |
| Good communication skills | | E | | AF/ I |
| Time management skills | | E | | I |
| Organisational skills | | E | | I |
| Knowledge of the concept of confidentiality | | E | | I |
| First Aid Certificate | | D | | AF |
| Food Hygiene Certificate | | D | | AF |
| Good numeracy and literacy skills | | E | | AF/I |
| Ability to make effective use of ICT | | E | | AF |
| Flexible attitude to work | | E | | AF/ I |
| **Other** (including special requirements) | |  | |  |
| 1. Commitment to safeguarding and protecting the welfare of children and young people | | E | | I |
| 1. Commitment to equality and diversity | | E | | I |
| 1. Commitment to health and safety | | E | | I |
| 1. Commitment to attendance at work | | E | | I |
| **Prepared by:** | Lucy Naylor (Headteacher) | **Date:** | | 25.09.2025 |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |