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** |
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| **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**. |