



PERSON SPECIFICATION

GENERAL ASSISTANT (TERM TIME)

FACTORS	ESSENTIAL	DESIRABLE
Qualifications	5 GCSEs or equivalent including English Language and Mathematics (Grades A*-C).	Have a current First Aid Certificate.
Experience		Experience of working in a school setting with children.
Knowledge	Knowledge of the requirements of a General/Supervisory Assistant. Knowledge of Health and Safety legislation,	
Skills	<ul style="list-style-type: none"> • Planning and organisational skills • Interpersonal skills • Communication skills 	Be competent in Basic ICT skills.
Personal Qualities	<ul style="list-style-type: none"> • Co-operative • Approachable • Child-centred approach • Ability to work as a member of a team • Ability to use initiative • Flexible • Willing to carry out instructions • Sensitive • Empathetic • Confidentiality • Enthusiasm 	
Other Requirements		Willingness to participate in extra-curricular activities.

The Board of Governors reserves the right to enhance the Criteria outlined above.