

PERSONNEL SPECIFICATION – LEVEL 2

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

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|  | **Essential** | **Desirable** | **How identified** |
| **1.** | **Qualifications** | * GCSE passes in English & Maths or equivalent. L2 NVQ or relevant qualification
 | * Qualified as L3/HLTA/ A Levels/ Degree level qualification
 | Formal possession of an appropriate qualification to be verified at interview or from records.Employment history record. |
| **2.** | **Experience** | * Experience of working with children in primary education.
* Experience of working with small groups of children.
* Experience of working with National Curriculum objectives
* Experience of working within a team
 | * Successful experience of working with children in (insert suitable year group)
 | Application form and Interview |
| **3.** | **Special Knowledge** | * Knowledge about the National Curriculum
* Ability to clearly interpret oral or written information and instructions
* Ability to communicate in a clear and logical manner
* Awareness of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality
* Awareness of the need to maintain sensitive information and records securely in order to prevent

inappropriate access | * Knowledge and ability to use computer applications to include word processing, spreadsheets, databases etc.
 | Application Form and Interview |
| **4.** | **Practical and Intellectual Skills** | * Good organisational skills to include prioritisation of work and ensuring deadlines are met
* Ability to work with attention to detail and accuracy eg, completing documentation, maintaining filling

systems | * Knowledge of effective behaviour strategies.
 | Application form, Interview and References |

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|  |  | * Ability to contribute to a range of teaching, learning and pastoral activities
* Ability to plan, monitor and assess
* Ability to take responsibility with minimum supervision for delivering work programmes over an extended period to groups of children
* Ability to develop working relationships outside the immediate working

team |  |  |
| **5.** | **Personal Qualities** | * Good communication
* Able to work under direction of class teacher
* Child centred
* Smart appearance.
* Good attendance record.
* Good Timekeeper.
* Commitment to equal opportunities.
* Conscientious, honest and reliable.
* Positive approach with a wide range of people.
 | * Adaptable and versatile
* Approachable
* Ability to organise.
 | Interview and References |
| **6.** | **Legal Requirements** | * Enhanced DBS Clearance
 |  | DBS clearance |
| **7.** | **Other** | * Respect for confidentiality.
* Comply with safer recruitment practices and awareness of safeguarding procedures for all

pupils. |  | Interview |