

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 |