

Hertfordshire County Council

Person Specification Form

Name:	
Job Title:	
School:	

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

- It is essential that you complete and return this form
- This form is your chance to show us how well you can do this job
- Remember just saying you can do it is not enough; we need an example.
- You can use examples from work, school, college, hobbies, voluntary work or daily life.

Example: Ability to prioritise workload
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In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

SKILLS AND ABILITIES

EXPERIENCE

KNOWLEDGE

Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Signed :

Date: