

HERTFORDSHIRE COUNTY COUNCIL

OFFLEY ENDOWED PRIMARY SCHOOL & NURSERY
SCHOOL LANE, OFFLEY, HITCHIN, HERTS, SG5 3AT



Telephone: 01462 768392

Email: admin@offley.herts.sch.uk

Headteacher: Mr P Edwards

Person Specification – High Level Teaching Assistant

ESSENTIAL	DESIRABLE
Education	
Good general education	Training relevant to post
O Level /GCSE English or NVQ level 3	Up to date child protection/safeguarding training
O Level/GCSE Maths or NVQ level 3	
HLTA Level 4 (RQF) or equivalent	
Experience	
Worked with children in school setting	Relevant experience across a range of age groups
Skills	
Clear understanding to fit job description	
Ability to motivate and manage small groups of pupils	First Aid training
Ability to communicate clearly & articulately with pupils & teachers	
Willing to learn	
Able to take & follow instructions	
Computer literate	
Personal Characteristics	
Flexible and adaptable	A quiet authority
Ability to work co-operatively	Be involved in the life of the school
Warmth and sensitivity to children and adults	
Ability to be discreet and confidential	
Show initiative, confidence and resourcefulness	
High level of enthusiasm	
Positive attitude	
Willingness to learn and be part of a team	
Uphold schools no-smoking policy	