

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 – 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 | |
| | |
| 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 | |