



## Person Specification: Teaching Assistant and Administrative Assistant

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Good numeracy and literacy skills</li><li>• GCSE or equivalent Maths and English grade 4 or above</li><li>• Experience of working successfully as part of a team</li></ul>	<ul style="list-style-type: none"><li>• First Aid certificate</li><li>• Recognised qualification in Business/Administration</li><li>• Worked in a school office environment</li><li>• Experience of ARBOR and/or Parentpay</li><li>• Relevant office experience</li><li>• Recent experience working with primary-aged children, including those with SEND, in an educational setting</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of Microsoft Office and ability to use basic technology (computer, video, photocopier)</li><li>• Ability to communicate effectively (verbally and in writing) with pupils, staff, parents, and visitors</li><li>• Ability to relate well to children and adults, individually, in groups, and in classroom settings</li><li>• Good understanding of child development and learning processes</li><li>• Ability to manage behaviour of individuals and small groups</li><li>• Good organisational and time management skills; able to prioritise workload to meet deadlines</li><li>• Able to work on own initiative; resourceful and organized</li><li>• Ability to maintain confidentiality at all times</li></ul>	<ul style="list-style-type: none"><li>• Knowledge/experience of school systems and personnel administration</li></ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Approachable, empathetic, enthusiastic, and committed</li><li>• Demonstrable interpersonal skills and ability to work successfully within a team</li><li>• Promote a positive working environment and support the school's aims</li></ul>	<ul style="list-style-type: none"><li>• Practising Catholic</li></ul>



<b>Other</b>	<ul style="list-style-type: none"><li>• To be fully aware of and understand the duties and responsibilities with regard to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</li><li>• Ability to maintain appropriate boundaries with children and young people</li><li>• Commitment to the school's ethos, policies, and ongoing professional development</li><li>• Willingness to take part in training and meetings outside normal working hours where required</li><li>• To take an active part in school life and support the Catholic ethos of the school</li></ul>	
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