

**PERSON SPECIFICATION**

**Classroom Assistant**

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| **Criteria** | **Essential/Desirable** | **Application form / Supporting statement / Interview** |
| Please write a brief statement in support of your application, including your reasons for applying for this post (covering letter) | Essential | Application-form/ Interview |
| Effective numeracy, literacy and IT skills (GCSE Maths and English) | Essential | Application form |
| Experience of working with office systems and procedures as well as proven IT competency across a range of applications, including the ability to create and edit documents, using the following: Excel, Word, Email and the Internet. | Essential | Application-form/ Interview |
| Experience of self-directed working and teamwork, preferably within a teaching environment. | Essential | Supporting statement/ Interview |
| Experience of planning and prioritising workload to meet competing deadlines. | Essential | Supporting statement/ Interview |
| Experienced ability to communicate effectively and appropriately with a variety of people and organisations whilst maintaining professionalism. | Essential | Supporting statement/ Interview |
| Ability to work flexibly in a pressurised environment, in order to meet deadlines and objectives. | Essential | Supporting statement/ Interview |
| Experience of working within a healthcare or education environment. | Desirable | Application-form/ Interview |
| Evidenced commitment to ongoing personal development and training. | Essential | Interview |

* **Application form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. The response will be scored as part of the shortlisting process.
* **Supporting statement** – applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be scored as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.