

**ST ANDREW'S CE (VA) JUNIOR SCHOOL**  
**Person Specification – Support Assistant Scale 2 (pts 11-13)**

<b>Criteria</b>	<b>Essential (E) Desirable (D)</b>	<b>Method of Assessment</b> Application (A) Interview (I) References (R) Observation (O)
<b>Qualifications</b>		
NVQ Level 2 or equivalent relevant qualification	E	A
GCSE's in English and Mathematics (Grade C or above) or equivalent	E	A
Qualification in IT	D	A
First aid certificate	D	A
British Sign Language qualification	D	A
<b>Experience</b>		
Experience of working with pupil and others	E	A/I
Experience of successfully working in a team	E	A/I
Experience of working in a school setting	D	A/I
Experience of working with disadvantaged pupils or those with learning difficulties	D	A/I
Experience of working on a one-to-one basis with pupils	D	A/I
Experience of working with outside agencies	D	A/I
<b>Knowledge and skills</b>		
Good numeracy and literacy skills	E	A/I/O
Good communication skills	E	A/I/O
Competent in the use of ICT	E	A/I/O
Good understanding of child development	E	A/I/R
Ability to develop good working relations with children and adults	E	A/I/R
Knowledge of first aid	D	A/I/R
Knowledge of relevant policies and practices and awareness of relevant legislation eg safeguarding and child protection.	D	A/I/R
General understanding of the curriculum and basic learning strategies	D	A/I/R
<b>Initiative/ Circumstances</b>		
Ability to self-motivate and prioritise workload effectively	E	A/I/R
Able to follow instructions and guidance	E	A/I/R
Ability to work under pressure	E	A/I/R
Ability to be flexible as required	E	A/I/R
Willing to undertake further training showing commitment to CPD	E	A/I/R
Understands the importance of confidentiality	E	A/I/R
Positive attitude to working with pupils and adults (eg parents)	D	A/I/R

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training)

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.