



**HALL GREEN SCHOOL**  
**PERSON SPECIFICATION**  
**POST: TEACHING ASSISTANT/PERSONAL CARER - FEMALE**

**Salary Range/Grade:** Grade 2, Point 3

**Responsible to:** Head of SENCo

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	<ul style="list-style-type: none"> <li>Good standard of literacy, numeracy and ICT skills</li> </ul>	A	<ul style="list-style-type: none"> <li>GCSE or equivalent</li> </ul>	A
Professional Experience	<ul style="list-style-type: none"> <li>Willingness to undertake training for understanding of specific Learning/Physical Difficulties</li> </ul>	A	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	A
Skills	<ul style="list-style-type: none"> <li>Effective administration and organisation skills</li> <li>Ability to work without supervision and use own initiative</li> <li>Good time-keeping and communication skills</li> </ul>	I  I, R  I, R		
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Knowledge and understanding of safeguarding</li> </ul>	A, I		
Personal Attributes	<ul style="list-style-type: none"> <li>Willingness to be flexible</li> <li>Hardworking</li> <li>Undertake additional training as and when required</li> </ul>	A, I, R  A, I, R  I		

<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b> A – Application I – Interview Q – Qualification R – Reference	<b>Desirable</b>	<b>How Measured</b> A – Application I – Interview Q – Qualification R – Reference
Equal Opportunities	<ul style="list-style-type: none"> <li>Knowledge of and commitment to equal opportunities issues as they relate to education and schools</li> </ul>	A, I, R		
Safeguarding	<ul style="list-style-type: none"> <li>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li> </ul>			

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.