



PERSON SPECIFICATION
Higher Level Teaching Assistant

QUALIFICATIONS / ABILITIES / SKILLS	ESSENTIAL	DESRIBLE
Educated to minimum GCSE Maths and English A*-C / 9-4 or equivalent qualification	•	
First-aid trained or willingness to undertake training	•	
Visit Leader trained or willingness to undertake training		•
Mental health first aid trained		•
Excellent written and oral communication skills	•	
Good knowledge and understanding of school, its organisation, activities and policies	•	
Experience of working in a school in a similar role	•	
Ability to work on own initiative as well as part of a team	•	
Ability to maintain confidentiality at all times	•	
Good organisational skills	•	
Ability to plan, priorities and organise own work schedule	•	
Ability to meet deadlines	•	
Ability to stay calm under difficult situations	•	
Knowledge and understanding of GDPR	•	
Flexible approach to duties	•	
Support the Catholic ethos of the school	•	
Willing to undertake appropriate training to meet the needs of the role	•	
Commitment to safeguarding and welfare of students	•	

Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.