



<b>1. Knowledge and Experience</b>	<b>Essential/Desirable</b>	<b>Shortlisting</b>
A. Numeracy & Literacy skills	E	✓
B. Using basic ICT	E	✓
C. Ability to relate to children	E	✓
D. Ability to work under pressure	E	✓
E. Demonstrates good hygiene practices	E	✓
F. Understanding of Health and Safety requirements	E	✓
G. Experience of working with children	E	
<b>2. Qualifications and Training</b>	<b>Essential/Desirable</b>	<b>Shortlisting</b>
A. NQF Level 2 qualification e.g. GCSEs Grades A*-C, NVQs Level 2, GNVQs Intermediate, City and Guilds Craft or Part 2 or evidence of the equivalent level of knowledge gained through work experience	E	✓
B. Basic Food Hygiene Certificate	D	✓
<b>3. Skills and Abilities</b>	<b>Essential/Desirable</b>	<b>Shortlisting</b>
A. Communicates effectively on a 1:1 basis about everyday issues	E	
B. Makes relevant contribution to discussion with others	E	
C. Produces straightforward written information to internal guidelines and in standard formats	E	
D. Uses initiative and decides the order in which own daily tasks are to be carried out	E	
E. Deals with everyday issues in own job	E	
F. Gathers enough relevant information to understand specific problems, issues and events	E	
G. Uses factual information to identify problems and draw logical conclusions	E	

H. Makes own judgement about situations and plans ahead	E	
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<b>4. Beliefs, attitudes and personal attributes</b>	<b>Essential/Desirable</b>	<b>Shortlisting</b>
A: A shared commitment to a "no excuses" culture with a work ethic and drive to match that of the Trust in improving education and life chances of the communities we serve.	E	
B: Committed and passionate about the provision of outstanding primary education.	E	✓
C: Belief and commitment to equality of opportunity for all	E	
D: Optimism and resilience in the face of challenges	E	✓
E: Self-aware and able to learn	E	✓

<b>5. Additional Factors</b>	<b>Essential/Desirable</b>	<b>Shortlisting</b>
A: Ability to travel within a reasonable timeframe	E	
B: No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments)	E	
C: Good attendance record in current/previous employment (not including absences resulting from disability)	E	
D: A commitment to safeguarding and promoting the welfare of children and young people.	E	
E: A willingness to share information and expertise.	E	
F: A commitment to ongoing staff development and the development of others.	E	
G. Able to work flexibly, including any service specific hours	E	

## Statements relevant to all posts

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; IT; Safeguarding and Financial Regulations.

Safeguarding is everyone's business. All employees, governors, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children and young people, and must raise any concerns without delay.

The job description is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the service.

The person specification covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.