

Attributes	Essential	Desirable	Method used to gather information
Qualifications 5 G.C.S.E. or equivalent, including Maths and English Teaching Assistant Induction Training Teaching Assistant NVQ Level 2 or have completed training of a similar standard First Aid qualification	✓	✓ ✓ ✓	Application letter/form
Work or relevant experience At least 2 years relevant experience working in an educational setting Some experience of classroom administration support Ability to plan and organise effectively	✓	✓ ✓	Application letter/form Interview
Knowledge and understanding A good knowledge of school based education including child development National Curriculum learning strategies including Literacy and Numeracy	✓	✓	Interview
Skills and Abilities (relevant to post) Good communication skills and ability to relate well to children, staff and parents Evidence of working well as part of a team ICT and the willingness to update skills and undertake further training Specialist skills, training or experience e.g. Art, Music, ICT, display etc.	✓ ✓	✓ ✓	Interview Application letter/form
Personal Qualities Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Willingness to develop skills with further training	✓ ✓ ✓		Application letter/form