



JUNIOR SCHOOL SUPPORT ASSISTANT - PERSON SPECIFICATION

	Essential	Desirable
Educational Qualifications and Achievements	Basic level of numeracy & literacy	A Level 1 or 2 childcare qualification
Knowledge and Experience	Understanding of Safeguarding (relevant training will be provided)	Experience of a school/and or an office setting Knowledge of Health & Safety procedures Dealing with parents queries and issues effectively Working with accounting software
Skills and Abilities	Excellent attention to detail Organisational skills ICT literate Ability to communicate to a variety of groups from children to parents and senior managers	Basic First Aid (relevant training would be provided if required)
Attributes/Qualities	Develop positive relationships with staff, pupils and parents Affinity with young children Work individually and as a member of a team Solution focused and a flexible approach to work Punctuality and good time management. Professional appearance and manner	Able to use own initiative Open to new ideas and willing to try different working practices Willingness to undertake professional development