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| **Qualifications / Education / Training** |
| **No** | **Requirement / Standard** | **Essential / Desirable** | **Measured by** |
| 1. | Educated to GCSE standards or equivalent | E | Application Form, Documentary Evidence |
| 2. | Good verbal, written and communication and English comprehension skills | E | Application Form, Documentary Evidence |
| 3.  | Relevant Teaching Assistant or Childcare Qualification  | D | Application Form, Documentary Evidence |
| 4. | Good numeracy skills | E | Application Form, Interview |

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| **Experience** |
| **No** | **Requirement / Standard** | **Essential / Desirable** | **Measured by** |
| 4. | Experience of working with children | E | Application Form, Interview |
| 5. | Experience of working with children in a school environment | D | Application Form, Interview |

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| **Skills and Competencies** |
| **No** | **Requirement / Standard** | **Essential / Desirable** | **Measured by** |
| 6.  | Able to use initiative and common sense, sometimes under pressure | E | Application Form, Interview |
| 7. | Excellent organisational skills | E | Application Form, Interview |
| 8. | Demonstrates flexibility to adhoc requests | E | Application Form, Interview |
| 9. | Able to plan and prioritise own workload | E | Application Form, Interview |
| 10. | Able to deliver high standards, accuracy and attention to detail to tight deadlines | E | Application Form, Interview |
| 11. | Develops and maintains effective working relationships with a desire to build a good rapport with colleagues | E | Application Form, Interview |

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| **Other** |
| **No** | **Requirement / Standard** | **Essential / Desirable** | **Measured by** |
| 12. | Identifies with the Royal School’s ethos and values | E | Interview |
| 13. | Has the necessary behaviours and attributes required to uphold the safeguarding of children  | E | Interview |