



Bishop's Stortford College

Person Specification: Prep School Gap Year Assistant

| Category | Essential Job Requirements | Desirable Job Requirements | Method of Testing |
|--|--|---|--|
| Job Related Skills and Knowledge: | <p>Understanding of the ethos of Bishop's Stortford College Prep School.</p> <p>High standard of accurate written English.</p> <p>Good oral communication skills.</p> <p>Flexibility and a positive attitude.</p> | | CV, Application Form and Interview. |
| Experience: | <p>Interpersonal and communication skills necessary to gain and sustain the confidence of parents and other staff.</p> <p>Confident and organised.</p> <p>Experience of working with children.</p> <p>Child centred.</p> | Working in a school or other relevant setting. | CV, Application Form, References and interview. |
| Education and Qualifications: | Good GCSEs or equivalent in English and Maths. | <p>A degree and a desire to pursue a career working in education.</p> <p>First Aid Qualification.</p> | Produce original certificates. |
| Other Requirements: | <p>Flexible, motivated and the ability to work unsupervised.</p> <p>Successful candidate requires DBS Clearance.</p> | Evidence of a breadth of personal interests | <p>Interview and References.</p> <p>Application funded by the College.</p> |