



GLF Schools Person Specification

	Essential	Desirable
Education and Training		I .
Good General Education including English and Maths at GCSE or	V	
equivalent (Grade C and above)		
Food Hygiene Certificate / willingness to gain it	$\sqrt{}$	
First Aid at Work certificate / willingness to gain it	$\sqrt{}$	
NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning		√
in Schools or equivalent		
Experience & Skills		
Experience in providing assistance in education		√
Experience in assisting with the organisation of the learning		√
environment		
Basic IT skills	\checkmark	
Able to prioritise regular and irregular tasks	$\sqrt{}$	
Able to clarify and explain instructions to children	$\sqrt{}$	
Ability to motivate and engage children	V	
Ability to maintain records and childrens' files	V	
Ability to use a variety of strategies to engage children and	V	
support children in their learning		
Ability to follow instructions	$\sqrt{}$	
Ability to encourage positive play and initiate games	\checkmark	
Personal Attributes		
An effective communicator	V	
Able to remain professional and maintain confidentiality at all times	V	
Enjoys working as part of a team	V	
Flexible	V	
Friendly, approachable and patient	V	
Good time management	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of children	V	
The ability to form and maintain appropriate relationships and personal boundaries with young children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF	V	

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.