

### Grayshott Primary School LSA Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications and training</b>	Good levels of competency in literacy & numeracy, preferably at Grade C or above, or an equivalent qualification	At least 5 GCSE's A* – C grade including English or equivalent qualification  Experience of working in a learning environment such as a Primary School  Evidence of relevant further learning and/or qualifications	Application form
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	Experience of communicating in an appropriate, concise and accurate manner, orally and on paper  Adaptable and flexible approach to working  Awareness of necessity for appropriate boundaries  Ability to work as a member of a team  Ability to communicate effectively with a range of people, including children and parents  Ability to use own Initiative  Appreciation of necessity for confidentiality and integrity  Good organisational and time management skills  Ability to establish and	Experience of working in an infant/primary school  Experience of working with pupils with emotional/behavioural needs  Experience of other ICT packages i.e. PowerPoint  First Aid at work qualification or willingness to undergo training  Awareness of National Curriculum	Application form  Interview process  References

	<p>develop supportive relationships with children</p> <p>Working knowledge of ICT, such as e-mail, word, excel</p>		
<b>Work related personal Requirements</b>	<p>Committed to equality of opportunity</p> <p>Ability to work calmly and with patience</p> <p>Able to work as part of a team</p> <p>Good sense of humour</p>		
<b>Other Work Requirements</b>	<p>Able to identify own training and development needs and those of others and participate in activities to address them</p>		<p>Interview</p> <p>Application form</p>