

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Excellent verbal communication skills	E
	Ability to observe, monitor and evaluate learning	E
	Understanding of school administration systems and procedures and proven administrative experience/ability	D
	Ability to create learning materials, displays and pupil resources that support classroom activities as well as other resources	D
	Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioral needs, through good written and oral communication skills	E
	Ability to understand lesson plans and individual learning plans	E
	Ability to maintain children's interest and motivation for learning, engaging children in creative and innovative play	E
	Ability to work unsupervised, as well as within a team	E
	Ability to use own judgement and initiative	E
	Awareness of needs/demands of children and how they act/react	E
	Ability to deal with interruptions and unexpected peaks in workload	E
	Ability to work with, support, understand and empathise with pupils	E
	Ability to respond sensitively and flexibly to competing demands from pupils	E
	Ability to manage pupils personal hygiene needs and respond sensitively to pupils needs	E
	Ability to supervise and mentor others	E
	Ability to handle confidential information with discretion	E
	Knowledge and understanding of the national curriculum, including literacy and numeracy strategies	E
	Knowledge of school's behaviour and management policy and procedures	E

	Knowledge of HET's Child Safeguarding procedures	E
	Commitment to equity, diversity, and inclusion	E
Qualifications & Training	5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	E
	NVQ Level 2 Qualification	E
	Working towards NVQ Level 3 or equivalent	D
	First Aid qualification	D
Experience	Experience of working with children within a school setting.	E
	Experience of working within an EYFS setting (school or nursery)	D
Personal Attributes	Empathy, resilience, and adaptability	
	Professional integrity and confidentiality	
	Commitment to continuous improvement	
	Positive, self motivated and optimistic	
	Emotional resilience and the ability to remain calm and focused under pressure	
	Able to work in a professional manner as part of a team	
	Good organisational and planning skills	