



## TEACHING ASSISTANT – PRE-PREP DEPARTMENT

### Person Specification:

Essential	Desirable
<b>Education/Training</b>	
<ul style="list-style-type: none"> <li>• Strong secondary education in English and Maths</li> <li>• Excellent verbal communication and written English skills</li> <li>• Proficient IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 or above in Childcare</li> </ul>
<b>Experience</b>	
	<ul style="list-style-type: none"> <li>• Experience of working with children either in paid employment or in a voluntary capacity</li> </ul>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Basic working knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of on-line learning platforms</li> </ul>
<b>Skills &amp; Abilities</b>	
<ul style="list-style-type: none"> <li>• Effective organisational and administrative skills</li> <li>• An excellent team worker and collaborative worker</li> <li>• Patient and calm even in challenging situations</li> <li>• Effective communicator – both orally and in writing</li> <li>• Good interpersonal skills and the ability to communicate professionally with managers, staff, young children and parents</li> <li>• Works with tact and discretion, maintaining confidentiality</li> <li>• Can offer flexibility</li> <li>• Can demonstrate appropriate relationships and boundaries with young children</li> <li>• Is committed to the personal welfare and safeguarding of children</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Associates with the ethos and values of independent education</li> <li>• Reflects the attributes associated with the culture of safeguarding children</li> <li>• Promotes equality and diversity in the working situation</li> </ul>	