



Russell House

**PERSON SPECIFICATION FOR
PART TIME TEACHING ASSISTANT IN EARLY YEARS
(Mornings)**

April 2024

The successful candidate will:

- Hold a Teaching Assistant qualification or equivalent and have some relevant experience
- Be innovative, enthusiastic, dynamic and have a positive outlook
- Have a warm and encouraging personality
- Relate well to children and a wide variety of adults e.g. parents, staff and teaching professionals
- Be an effective communicator and work within a team
- Understand School roles and responsibilities and own position within these
- Demonstrate sensitivity, diplomacy and tact
- Maintain the highest levels of confidentiality
- Work accurately with attention to detail
- Manage your own workload effectively
- Demonstrate excellent organisational skills
- Be fully aware of and support the School's firm adherence to safeguarding of children and equal opportunities
- Recognise risk with reference particularly to Health and Safety and respond accordingly.

The successful candidate will ideally have:

- A working knowledge of the Google Workspace platform
- A desire to become involved in the wider life and opportunities within the school e.g. by becoming involved in school camps, or sports coaching.