



GORDONSTOUN

Broader experiences, broader minds



Person Specification

Post: Junior School Assistant, Junior School

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
(1) Experience	Have proven record of working with children aged 6 -13	Experience of working with children in a residential environment.	Application form Interview
(2) Education & qualifications		English and maths minimum GCSE/Standard Grade. Degree	Application form Sight of qualifications at interview
(3) Skills/abilities (general)	Time management skills Organisational skills Work under pressure Produce accurate work. Willingness to work long hours in term time Able to use initiative	Calmness	Interview References
(4) Skills/abilities specific to post	Experience of Excel, Word, e-mail; and be proficient with IT. Ability to communicate with and relate to young children. Ability to take charge of youngsters and organise activities for them. Promote an enthusiasm for the outdoors and healthy living.	Ability to coach games such as rugby, hockey, cricket, rounders, athletics, skiing. First Aid Certificate Ability to coach drama. Knowledge of computing. Experience of Outdoor Adventurous Activities	Interview References
(5) Inter-personal & social skills	Experience of and ability to communicate clearly and build a rapport with pupils, staff, parents, visitors. Sense of Humour Promote a positive working environment Ability to work in a close team, supporting other members of the team	Maturity	Interview
(6) Health & physical attributes	Smart appearance Car driver Physically fit.	Minibus (D1) licence	
(7) Disclosure	Enhanced PVG check		