



Person Specification – Teaching Assistant

"Where Every Child Can Shine"

At Earley Springs, we believe that outstanding specialist education begins with outstanding people. We are looking for an Office Administrator who understands that a school office is much more than administration. It is the heart of a school, helping children, families and staff feel welcomed, supported and valued.

We are looking for someone who is organised, approachable and dependable, who takes pride in getting things right and understands the importance of creating systems that help our school run effectively.

Our children and families are at the centre of everything we do. We never lose sight of the people behind the paperwork, and we expect every member of our team to contribute positively to the wider life of the school.

Criteria	Essential	Desirable	Assessment
Qualifications & Training	Good standard of literacy and numeracy (Level 2 or equivalent). Willingness to undertake relevant training and professional development.	Level 2/3 Business Administration or equivalent qualification. Training or experience in school administration.	Application / Certificates
Experience	Experience of working in an administrative or office-based role. Excellent organisational skills and attention to detail. Able to manage competing priorities and work to deadlines.	Experience working within a school, education, SEND or childcare setting. Experience using school management or administrative systems.	Application / Interview / References

Criteria	Essential	Desirable	Assessment
IT	Confident using Google Workspace, email and online systems. Able to learn and use new systems effectively. Accurate when entering and maintaining information.	Experience using Bromcom or another school management information system.	Observation / Interview
Organisation & Administration	Able to maintain accurate records and documentation. Able to organise information efficiently and follow established processes. Able to prioritise and manage workload.	Experience managing school records, admissions, attendance, registers or pupil information.	Application / Interview
Confidentiality and Professionalism	Understands the importance of confidentiality and handling sensitive information appropriately. Demonstrates honesty, integrity and professionalism. Able to maintain appropriate professional boundaries.	Experience handling confidential pupil, family, safeguarding or HR information.	Application/Interview/References

Criteria	Essential	Desirable	Assessment
Communication & Teamwork	Excellent communication and interpersonal skills. Warm, professional and approachable manner when dealing with children, families, colleagues and external professionals. Works collaboratively as part of a team.		Application / Interview / References
Personal Qualities	Organised, reliable and approachable. Calm and resilient when responding to changing situations. Flexible and willing to support the wider needs of the school. Passionate about making a genuine difference to children's lives.	Experience contributing to wider school life, clubs, enrichment or community events.	Interview / References

Criteria	Essential	Desirable	Assessment
Safeguarding & Professional Conduct	Demonstrates an unwavering commitment to safeguarding and promoting the welfare of children and young people. Understands professional boundaries and the importance of maintaining public trust. Demonstrates honesty, integrity and accountability. Willing to undergo all pre-employment safeguarding checks, including an Enhanced DBS with Children's Barred List check, verification of identity, right to work, online searches, health declaration and satisfactory references in line with <i>Keeping Children Safe in Education</i> .	Up-to-date safeguarding and Prevent training. Paediatric or Emergency First Aid qualification.	Application / Interview / References / Pre-employment Checks

What We Will Be Looking For

Beyond qualifications and experience, we are looking for people who:

- Keen to contribute to the wider school community
- Believe every child deserves the very best educational experience.
- Presume competence, regardless of how a child communicates or learns.
- Are excited by the opportunity to make a genuine difference every single day.
- Are reflective, willing to learn and open to new ideas.
- Thrive within a collaborative team and value the contribution of colleagues and families.
- Place children's wellbeing, dignity and safety at the heart of every decision they make.
- Understand that every interaction with a child is an opportunity to teach, encourage and inspire.

Earley Springs Safer Recruitment Statement

Earley Springs School is committed to safeguarding and promoting the welfare of children and young people. We expect every member of staff to share this commitment and to demonstrate this through their values, behaviours and professional practice.

The successful applicant will be required to satisfy all safer recruitment requirements in accordance with the latest **Keeping Children Safe in Education** guidance. This includes an Enhanced DBS check with Children's Barred List information (where applicable), verification of identity, right to work, online searches, health declaration and satisfactory references. Where appropriate, additional checks will be undertaken in line with statutory guidance.