



## PERSON SPECIFICATION



### KNOWLEDGE, SKILLS & APTITUDES:

- Excellent communicator with parents.
- Be able to work independently and as part of a team, with a flexible approach to working arrangements, understanding school roles and responsibilities and your own position within these.
- Proficiency in ICT skills.
- A clean driving licence.

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### PERSONAL QUALITIES:

- Tact and diplomacy to work with confidential information and build relationships.
- Resilience, flexibility, confidence and commitment.
- Ability to prioritise and work under pressure.
- Have high standards of self-awareness, self-discipline, discretion, diplomacy and integrity.
- Patience, able to use initiative and enjoy attention to detail.
- To be passioned for teaching.
- A desire to see the pupils achieve to the best of their ability.
- Proactive approach to work; being responsive, empathetic and supportive to all within the school.
- Hard working and enthusiastic, presenting a professional manner at all times.
- Be committed to the values and culture of Avon House School.
- Commitment to school events and functions.
- Flexible and well organised.
- Commitment to your own CPD.
- A sense of humour.

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AVON HOUSE PREPARATORY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN.

ALL APPOINTMENTS ARE SUBJECT TO AN ENHANCED DBS CHECK AND CHECKS WITH PREVIOUS EMPLOYERS.

January 2026