

PERSON SPECIFICATION

Band 3 Occupational Therapy Assistant– Heathermount School

Criteria required for this post

ESSENTIAL				DESIRABLE			
<i>Requirement</i>	<i>How Identified</i>	Met		<i>Requirement</i>	<i>How Identified</i>	Met	
		Yes	No			Yes	No
EDUCATION, TRAINING AND QUALIFICATIONS							
Good general standard of education (i.e. Maths and English)	Application form Certificates			Experience in an educational setting with children with Autism	Application form Certificates Interview		
				Have a general knowledge of the principles, methods and equipment used in occupational therapy.	Application form Interview		
KNOWLEDGE & EXPERTISE							
Excellent verbal and written communication skills.	Application form Interview						
Writing skills to help facilitate note taking.	Interview						
Have accurate record keeping skills	Application form						
Ability to work well in a team but use your own initiative	Interview Application form Interview						
Happy to talk and work in groups	Application form Interview						

Ability to work quickly and calmly under pressure

Application form
Interview

Ability to prioritise and manage own work

Application form
Interview

EXPERIENCE

Experience of working with children with Autism.

Application form
Interview

Experience of working alongside an Occupational Therapist.

Application form
Interview

Experience of working within a school setting.

Application form
Interview

SKILLS, ABILITIES AND PERSONAL ATTRIBUTES

IT skills including the ability to open and send emails using Gmail, the ability to use Google Drive and the ability to navigate the internet

Application form
Interview, IT Test

An understanding and commitment to Equality, Diversity & Inclusion and an alignment to the school's values.

Application form
Interview

Ability to build effective team and family relationships

Application form
Interview

Excellent communication and relationship skills with the ability to communicate and receive highly complex, sensitive, or contentious information

Application form
Interview

Actively seeks supervision and support	Application form Interview
Ability to be flexible and adaptable	Application form Interview
Ability to use own initiative	Application form Interview
Have good emotional resilience	Application form Interview
Excellent organisational and time management skills	Application form Interview

OTHER REQUIREMENTS

Ability/willingness to travel and stay overnight to meet the operation needs. Interview

Valid UK Driving Licence

Interview
Driving Licence