

## PERSON SPECIFICATION

### Details of Person Specification

<b>Job Title:</b>	Learning Assistant Science	<b>Grade:</b>	14-17
<b>Division/Section:</b>	STEM	<b>Date:</b>	Dec 2025
<b>Prepared by:</b>	Sam Bright		
<b>Designation:</b>	Head of Curriculum		
<b>Reviewed by:</b>	Danielle Watson		
<b>Designation:</b>	HR Advisor		

This form describes the essential and desirable criteria a person needs to perform the job. It should provide the basis for the advertisement, shortlisting and the interview. The criteria must be job related, testable and non-discriminatory.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

### PERSON SPECIFICATION

#### 1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	<b>Essential</b>	
	A broad based knowledge of laboratory techniques and practices	Interview
	IT Skills	Application Form/Interview
	Knowledge of relevant Health and Safety issues	Interview
	<b>Desirable</b>	

#### 2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	<b>Essential</b>  Laboratory experience to HNC level or equivalent industrial experience. An ability to supervise the Health and Safety requirements of students undertaking laboratory work.	Application Form/Interview
	<b>Desirable</b>	

### 3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	<b>Essential</b>  An ability to undertake a wide range of laboratory tasks without supervision  Good record keeping and housekeeping skills	Interview  Interview
	<b>Desirable</b>	

### 4. PEOPLE

No.	Description	Method of Assessment
	<b>Essential</b>  An ability to communicate with a wide range of students with varying learning needs.	Interview
	<b>Desirable</b>	

### 5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	<b>Essential</b>	
	<b>Desirable</b>	

## **PERSON SPECIFICATION EXPLANATION AND EXAMPLES**

### **Knowledge and Skills**

The main emphasis in the Person Specification should be placed on knowledge and skills.

Knowledge refers to specialised, job related, knowledge, which a candidate must have to carry out the duties of the job satisfactorily.

An example would be – “Knowledge of the law relating to consumer protection (Interview)”

Skills should distinguish between what the job holder should be capable of doing straight away and that which could be learned through experience and training.

An example would be – “Ability to type accurately at 50wpm (Application Form and Test)”

### **Experience and Education**

List specifically the type of experience being sought.

An example would be – “Experience of dealing with customers’ complaints in a service environment e.g. working in a College Registry or in telephone enquiries (Application Form and Interview)”

It is more important to list the requirements of the job rather than academic qualifications. It may be more relevant to specify levels of literacy or numeracy rather than specific academic qualifications. Where academic qualifications are required you must be able to demonstrate why and ensure that the level is not too high.

An example may be – “Registered Childminder (Application Form and References)”

### **Accuracy and Initiative**

### **People**

### **Other Requirements**

This refers to any extra requirements of the job that do not easily fit into the previous sections. You should ensure that they are job related, justifiable, testable and non-discriminatory.

An example may be – “Able to spend nights away at more distant locations (Interview)”