

**Jubilee Primary School - Maidstone, Kent**

**Person Specification Form**

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| **Post applied for: Assistant Headteacher**  |
| **Name of applicant:** |

# PLEASE COMPLETE THE FORM IN BLACK INK TO ASSIST WHEN PHOTOCOPIED

You are requested to complete this form using additional sheets of paper if necessary.

* It is essential that you complete and return this form
* This form is your opportunity to show us how well you can do the job
* Remember just saying you can do it is not enough; we need examples and outcomes secured.
* You can use examples from work, school, college, hobbies, voluntary work or daily life.

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| **Example:** Ability to prioritise workload |
| In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager. |

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| **EXPERIENCE** |
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| **KNOWLEDGE AND SKILLS** |
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| **SAFEGUARDING** |
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| **TEACHING, LEARNING AND CLASSROOM MANAGEMENT** |
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| **DEVELOPING SELF AND WORKING WITH OTHERS** |
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| **PERSONAL QUALITIES & ATTRIBUTES** |
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| **STATEMENT OF WHY I BELIEVE THAT I MEET THE CRITERIA FOR THIS POST** |
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| **Signed:** | **Date**: |