



## Person Specification

### Casual Note-taker

Qualifications	Essential	Desirable	How Tested?*
1. GCSE in English and Maths (grade C or above) or a Level 2 in Literacy and Numeracy.	✓		Cert
2. Notetaker qualification or willing to train		✓	Cert
Knowledge, Skills and Experience			
3. The ability to produce clear concise notes	✓		Test
4. Experience of working with deaf and hard of hearing people		✓	AF/IV
5. Experience of working within education		✓	AF/IV
6. A good understanding of the role of the Notetaker	✓		AF/IV
7. A flexible approach to meeting student needs	✓		IV
8. The ability and willingness to work as part of a team	✓		IV
9. Good interpersonal skills	✓		IV
10. Administrative Skills	✓		AF/IV
11. Experience of notetaking	✓		AF/IV
12. An understanding of and commitment to school and council policies on equal opportunities.	✓		AF/IV
13. Awareness of the principles of safety as they apply to vulnerable students and or adults, in relation of the job.	✓		AF/IV

\*Evidence of meeting criteria will be established by:

AF = Application Form

IV = Interview

Cert = Certificate

Test = Signing assessment at interview