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|  | Specification for the post of**RESOURCE ASSISTANT – CRAFT AND ENGINEERING****WOODCHURCH HIGH SCHOOL** | *Employee Specification Form**M23* |

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| **Personal Attributes** |
|  | **Essential** | **Desirable** |
|  | **Attribute** | **Stage Identified** | **Attribute** | **Stage Identified** |
| **Qualifications** | Level 2 NVQ or equivalent | A,L | 1. Experience relevant to the post.2. Experience of ceramics, recycling clay and kiln firing.3. Technology Qualification – relevant to upkeep of machinery | L,I |
| **Experience** | 1. Ability to manage and order stock2. Ability to maintain a clean and safe environment for pupils during practical lessons3. Ability to prioritise within a busy environment4. Ability to plan ahead and prepare a classroom for teaching | A,L,I, R | 1. Experience of working in a school environment. | A, L,I, R |
| **Knowledge and Skills** | 1. Excellent communication and interpersonal skills dealing with management, teachers and children2. Keen interest in Technology and ceramics/craft3. Awareness of Health & Safety Requirements | A,L,I, R | 1. Good working knowledge of Technology machines and other equipment used in workshops.2. Good working knowledge of ceramics, recycling clay and kiln firing.3. Ability to assist pupils with practical work. | A, L,I |
| **Special Requirements** | 1. Able to work within a team2. Able to use initiative3. Energetic, creative and open to new ideas to develop the department4. Willingness to be trained and carry out First Aid5. Flexibility in working hours | A, L, I, R | 1. Relate well to both pupils and staff  | A, L, I, R |

 KEY: A = APPLICATION, L=LETTER, I=INTERVIEW, R=REFERENCE