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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 stock  2. Ability to maintain a clean and safe environment for pupils during practical lessons  3. Ability to prioritise within a busy environment  4. 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 children  2. Keen interest in Technology and ceramics/craft  3. 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 team  2. Able to use initiative  3. Energetic, creative and open to new ideas to develop the department  4. Willingness to be trained and carry out First Aid  5. 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