**Person Specification: Community Rail Education Assistant**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(e.g. application form (AF), interview (I), reference (R), other (specify)** |
| **Qualifications** |  |  |
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| NVQ level 3 or above qualification (or equivalent).  GCSE Grade C or equivalent qualification in English/Literacy and Mathematics/Numeracy. | E  E | AF/I  AF/I |
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| **Experience** |  |  |
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| Experience of working with pupils in a relevant classroom/service environment for at least one year.  Experience of using Windows based IT systems.  Experience of planning a project  Experience of completing funding applications  Experience of public speaking | E  E  D  D  D | AF/I  AF/I/R  AF/I  AF  AF |
|  |  |  |
| **Knowledge/skills/abilities**  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to supervise and assist pupils  Good organisational and time management skills  Good administrative skills  Knowledge of the National Curriculum  Ability to plan and deliver work programmes  **Other**  Commitment to undertake in-service development  Commitment to safeguarding and protecting the welfare of children and young people  First Aid Certificate  Flexible attitude to work and travel  Current driving licence  Commitment to Health & Safety | E  E  E  E  E  D  E  E  E  E  D  E  E  E | I/R  I/R  I  AF/I/R  I/R  I/R  AF/ I  AF/I  AF/I  AF/I  I  I  AF/I  AF/I |