**Person Specification: Community Rail Education Assistant**

|  |  |  |
| --- | --- | --- |
| **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** |  |  |
|  |  |  |
| NVQ level 3 or above qualification (or equivalent). GCSE Grade C or equivalent qualification in English/Literacy and Mathematics/Numeracy. | EE | AF/IAF/I |
|  |  |  |
| **Experience** |  |  |
|  |  |  |
| 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 projectExperience of completing funding applicationsExperience of public speaking | EEDDD | AF/IAF/I/RAF/IAFAF |
|  |  |  |
| **Knowledge/skills/abilities**Ability to relate well to childrenAbility to work as part of a teamGood communication skillsAbility to supervise and assist pupilsGood organisational and time management skillsGood administrative skillsKnowledge of the National CurriculumAbility to plan and deliver work programmes**Other**Commitment to undertake in-service developmentCommitment to safeguarding and protecting the welfare of children and young peopleFirst Aid CertificateFlexible attitude to work and travelCurrent driving licenceCommitment to Health & Safety | EEEEEDEEEEDEEE | I/RI/RIAF/I/RI/RI/RAF/ IAF/IAF/IAF/IIIAF/IAF/I |