



Responsible to: Head of Department

Essential (E): without which candidate would be rejected
Desirable (D): useful for choosing between two good candidates.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	<ul style="list-style-type: none"> Good standard of literacy, numeracy and ICT skills 	A	<ul style="list-style-type: none"> GCSE or equivalent 	A
Professional Experience	<ul style="list-style-type: none"> Experience with workshop machinery Willingness to undertake training for use of specialist machinery 	A	<ul style="list-style-type: none"> Experience of working in a school environment 	A
Skills	<ul style="list-style-type: none"> Effective administration and organisation skills Ability to work without supervision and use own initiative Good time-keeping and communication skills 	I I I	<ul style="list-style-type: none"> Health and safety training 	I

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge and understanding of safeguarding 	A, I		
Personal Attributes	<ul style="list-style-type: none"> Willingness to be flexible Hardworking Undertake additional training as and when required 	A, I, R A, I, R I		
Equal Opportunities	<ul style="list-style-type: none"> Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	A, I, R		
Safeguarding	<ul style="list-style-type: none"> The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 			

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.