



PERSON SPECIFICATION

Art & Technology Technician

CRITERIA FOR SELECTION	ESSENTIAL	DESIRABLE
Qualifications		
Education/qualifications to at least Post 16 level.	✓	
Minimum of 3 GCSE's Grade 4 or above (including Maths, English and Science).	✓	
An A Level / BTEC 3 qualification in Art or Technology.		✓
Relevant Health and Safety qualifications in respect of machinery use and/or willingness to train or work towards the achievement of a qualification in the use of machinery.		✓
Food Hygiene certificate and/or willingness to train or work towards the achievement of qualification in Basic Food Hygiene.		✓
Experience		
Have good computer and administrative skills and be experienced in MS Office, Word, Excel and Publisher. To have a working knowledge of SIMS would be an advantage, but is not essential.	✓	
Experience in a school setting.		✓
Experience of setting high standards to others by personal example.	✓	
First aid trained.		✓
Knowledge, skills and abilities		
Working knowledge of Health & Safety issues.		✓
Willingness to work towards the achievement of qualification in Health and Safety and using workshop machinery.	✓	
Willing to learn new skills, acquire further knowledge and undertake further training/development.	✓	
Knowledge of food hygiene standards.		✓
Skills in cooking.		✓
Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people e.g. students, teachers, parents/carers	✓	
Ability to listen carefully and demonstrate the ability to work in a positive, open and reflective manner	✓	
Be self-motivated, enthusiastic and hardworking and flexible in their approach.	✓	
Ability to develop good personal relationships with students and adults	✓	
Approachable and willing to help students both in and outside of lessons	✓	
Have strong attention to detail and accuracy.	✓	
Have a pro-active approach to problem-solving.	✓	
Be responsible and have a conscientious approach to Health and Safety.	✓	
Ability to embrace new technologies and ideas that enhance and improve administrative tasks.	✓	
Demonstrate high standards of professionalism, maintain complete	✓	

confidentiality and discretion at all times.		
Ability to work as part of an effective team showing enthusiasm, adaptability & flexibility.	✓	
Ability to take responsibility for self and be accountable for own actions.	✓	
Show initiative and common sense.	✓	
Be calm, flexible & patient under pressure.	✓	
Ability to plan, organise & prioritise effectively to meet deadlines, being flexible when urgent work needs arise.	✓	