

Person Specification
Post Title: D&T Technician (Workshop)
Salary: Scale 3 (Point 5-6)
Line Manager: Faculty Leader of D&T

	Essential	Desirable	Sources of Assessment		
			By application (form and references)	By interview	By task
QUALIFICATIONS					
NVQ 2 or 3 or equivalent qualification or experience in relevant discipline	✓		●		
DATA trained or equivalent certificate		✓	●		
KNOWLEDGE AND UNDERSTANDING					
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	✓		●		
Knowledge of relevant Health & Safety issues, particularly COSHH		✓		●	
EXPERIENCE					
Good level of ICT skills / Good working knowledge of Microsoft Office software	✓		●		
SKILLS, ABILITIES, ATTRIBUTES					
The ability to support pupils and staff and communicate with suppliers through fluent and accurately spoken English	✓				●
Excellent written and oral communication skills	✓		●		
Effective interpersonal skills; the ability to communicate effectively with a variety of people (students, colleagues)	✓			●	●
Work constructively as part of a team, understanding school roles and responsibilities and own position within these	✓			●	
The capacity to remain calm and to cope with the unexpected	✓			●	
Willingness to participate in relevant training and development	✓			●	
Willingness to operate as a member of a collaborative team, carrying out tasks beyond the envisaged job description when occasion demands	✓			●	