



Person Specification

Faculty Technician – Food and Textiles

Job Title:	Faculty Technician – Food and Textiles
Responsible to:	Head of Food
Contracted Hours/Week:	27 hours 30 minutes per week 8.15am – 3.30pm Monday to Wednesday 8.15am – 3.20pm Thursday
Contracted Weeks/Year:	39 (term time only)

Main Job purpose:	<p>Provide administrative and practical support to teaching staff in the department.</p> <p>Support the teaching staff within designated subject areas/departments to ensure the safe and proper use and maintenance of resources and equipment.</p> <p>Assist the designated class teachers/s or subject leader plan and deliver schemes of work.</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Basic practical skills and experience related to cooking and sewing	Essential	
Skills, Knowledge and Understanding	• Ability to carry out a range of basic tasks within readily understood rules and procedures	Essential	Application Form References Interview
	• Basic working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	
	• Ability to use IT for data entry and creating display boards	Essential	
	• Good level of oral and written communication skills.	Essential	
	• Good level of organisational skills	Essential	
	• Ability to work under pressure	Essential	
	• Good time management and prioritisation skills	Essential	
	• The ability to follow instructions	Essential	
	• The ability to work as part of a team	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	• Friendly and approachable, able to demonstrate empathy	Essential	Application Form References
	• Confidence to work alone and use own initiative.	Essential	

	<ul style="list-style-type: none"> • A flexible approach 	Essential	Interview
	<ul style="list-style-type: none"> • Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> • Willingness to carry out domestic tasks such as washing up and laundry 	Essential	
	<ul style="list-style-type: none"> • A willingness to learn new skills and undertake relevant training opportunities 	Essential	
	<ul style="list-style-type: none"> • Ability to drive the school mini bus 	Desirable	
Safeguarding	<ul style="list-style-type: none"> • Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> • Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> • Appointment subject to enhanced DBS and validated references 	Essential	