**PERSON SPECIFICATION – TECHNOLOGY TECHNICIAN (Soft)**

*Source: A = Application form C = Certificates I = Interview R = References*

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|  | **Essential** | **Desirable** | | **Source** | |
| **Qualifications & Experience** | | | | | |
| NVQ Level 2 or equivalent in relevant area | ■ |  | | A, C | |
| First Aid Certificate |  | ■ | | A, C | |
| Health & Hygiene Certificate |  | ■ | | A, C | |
| Experience of working with students within an education setting |  | ■ | | A, I, R | |
| General understanding of the operation of a school environment |  | ■ | | A, I | |
| **Communication Skills** | | | | | |
| Ability to complete forms, letters and reports | ■ | |  | | A, I |
| Ability to exchange routine verbal information clearly with students, staff and members of the public | ■ | |  | | A, I |
| Good level of literacy and numeracy with the ability to undertake basic calculations | ■ | |  | | A, I |
| Ability to assist and manage the work of others | ■ | |  | | A, I, R |
| Effective listening skills | ■ | |  | | A, I |
| Ability to demonstrate effective implementation of the school’s behaviour management policy and strategies which contribute to a purposeful learning environment | ■ | |  | | A, I, R |
| Provide timely and accurate information to a wide audience |  | | ■ | | A, I |
| Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management | ■ | |  | | A, I |
| **Personal Attributes** | | | | | |
| Ability to be proactive and use own initiative | ■ | |  | | A, I |
| Ability to work accurately with attention to detail | ■ | |  | |  |
| Prioritise, plan and organise own workload | ■ | |  | | A, I |
| Excellent organisation skills to ensure work is effectively managed to meet tight deadlines/timescales | ■ | |  | | A, I |
| Ability to work efficiently and effectively under pressure and remain calm | ■ | |  | | A,I, |
| Flexible and adaptable attitude to work, colleagues and management | ■ | |  | |  |
| Ability to establish rapport and to maintain respectful and trusting relationships | ■ | |  | | A, I |
| Demonstrate personal and professional integrity, including modelling values and vision | ■ | |  | | A,I |
| Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others | ■ | |  | | A,I |
| Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications | ■ | |  | | A,I |