

Person Specification

Post title	Design and Technology Technician		
Salary	Band 2		
Education and Qualifications		Essential	Desirable
GCSE Grade C (or equivalent) or above in English and Maths.		X	
Good written and oral communication skills.		X	
Qualifications and/or experience in an appropriate discipline.		X	
Experience		Essential	Desirable
Ability to work on own initiative and under the direction of teaching staff.		X	
Experience of working as a team.		X	
Prior experience supporting young people in an educational setting.		X	
Prior experience working in a similar position.		X	
Experience working as a Design and Technology Technician in a school environment.			X
Knowledge and Skills		Essential	Desirable
Ability to follow set systems and procedures.		X	
Good interpersonal skills and ability to work with stakeholders at all levels.		X	
Ability to communicate effectively both verbally and in writing.		X	
Ability to maintain efficient record keeping systems.		X	
Ability to be creative to respond to a fast-paced environment.		X	
Commitment to maintaining Health and Safety and the safeguarding of students and promoting the welfare of children and young people.		X	
Good word processing skills (Microsoft Word).		X	
Experience in the use of electronic communications, for example, e-mail.		X	
Understanding of the educational sector.			X
Teamwork		Essential	Desirable
Recognises the contribution and achievement of colleagues.		X	
Keeps colleagues, stakeholders and/or customers informed of progress.		X	
Treats others fairly, openly and consistently.		X	
Expresses disagreement or challenges views calmly, constructively and tactfully.		X	
Supports and co-operates with colleagues.		X	
Personal Attributes		Essential	Desirable
Commitment to an ethos of high standards, personal fulfilment and academic success.		X	

To maintain confidentiality.	X	
Willingness to learn.	X	
Ability to demonstrate commitment to equal opportunities.	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
A pleasant disposition and ability to stay calm under pressure.	X	
Methodical approach to work tasks with key emphasis on accuracy.	X	
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	X	