Person Specification:

Art/Technology Technician

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications & Experience** | | * Grade C (or above) at GCSE English and Mathematics (or equivalent) * A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation | * Experience of using school systems such as SIMS. * First Aid qualification (or willingness to be trained). | Application form |
| **Skills & Knowledge** | | * Proficient ICT skills (Excel, Word, Power Point, Publisher, Gmail, databases) * Excellent telephone manner * Well organised and methodical with excellent attention to detail * Able to prioritise workload and to meet deadlines * Able to undertake routine work or work within established procedures but without close supervision * A strong team player with a clear commitment to the development of an effective and efficient department; exchanging ideas and providing support to colleagues * Can solve straightforward problems. Ability to make some decisions involving the use of judgment * Understand the importance of discretion and confidentiality at all times * Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities * An appreciation of the importance of the Data Protection Act and GDPR within the role |  | Letter, references & selection process |
| **Personal qualities and skills** | | * Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm * Good communication (oral and written) and time management skills * Excellent interpersonal skills and professional demeanour * Ability to support and challenge * Seek advice and support when necessary * Willingness to utilise or learn new technology applications * Excellent punctuality and attendance record | * Concern for the welfare of the school community. | Letter, references & selection process |