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 |