

## PERSON SPECIFICATION

### Technician – Technology Department

QUALIFICATIONS, SKILLS, QUALITIES AND ABILITIES	ESSENTIAL	DESIRABLE
NVQ level 3 or qualification or experience in relevant discipline	•	
Excellent numeracy/literacy (ie. minimum GCSE Maths and English A*- C / 9- 4)	•	
Effective use of specialist ICT packages including Microsoft Word and Excel	•	
Previous relevant experience required in same or similar role	•	
Be aware of and understand the Authority's regulation, e.g. HASAW and COSHH guidelines	•	
Have good understanding of schools' policies and how they relate to local and national framework/policies (e.g. child protection, health & safety, COSHH)	•	
Experience of working with young people in a learning environment	•	
Have detailed understanding of schools' policies and how they relate to local and national framework/policies for learning.	•	
Able to interpret information, make judgements and solve problems within own sphere of expertise but has access to manager/supervisor on unusual or difficult problems.	•	
Able to maintain records	•	
The ability to relate well to children and adults	•	
Initiative and drive and able to claim responsibility for students learning and behaviour in a classroom environment	•	
Excellent written and oral communication skills	•	
The ability to prioritise own workload	•	
The ability to work to tight schedules within contracted hours	•	
To attend training courses and continue personal development in your relevant area	•	
Flexible and highly motivated	•	
Have a strong commitment to safeguarding and the welfare of children	•	
To support the Catholic ethos of the school	•	

*Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.*