

PERSON SPECIFICATION

Job Title	DESIGN & TECHNOLOGY TECHNICIAN
Department / Group	Teaching & Learning Resources Team
Reporting	Head of Department / Line Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Essential Desirable
Education and Qualifications	
• To have a commitment to continuous professional development	E
• Any Health and Safety related training or qualification	E
• You will have or be willing to undergo appropriate First Aid training	E
• A relevant qualification at GCSE, A Level or above and a good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English.	E
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E
Experience	
• Experience of delivering workshops or training	D
• Experience working in a school environment or other educational setting	D
• To have experience of working in a team and multi-tasking within a complex and demanding role	E
Professional Skills and Knowledge	
• Ability to build effective working relationships with students and adults	E
• Knowledge of how to help adapt and deliver support to meet individual needs	D
• Ability to work as part of a team, and independently, and to be flexible in their approach to daily routines	E
• Ability to use IT packages including word processing, spreadsheets and presentation software	E
• Good organisation skills and to have the ability to prioritise effectively, work under pressure and meet deadlines with a sense of balance and perspective	E
• Data training (or willingness to undertake)	E

Personal Qualities	
• Resilient, positive, forward looking and enthusiastic about making a difference	E
• Self-confident, enthusiastic, patient, flexible and adaptable, meticulous and conscientious	E
• To be punctual, reliable and well organised with good time management skills	E
• To be willing to participate fully in extracurricular activities	D
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgement	E
• You have an awareness of and a commitment to equal opportunities	E
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	E
• You have an awareness and adherence to relevant health and safety regulation and policies	E

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

ADDITIONAL INFORMATION

Safeguarding and Equalities

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. The post requires the appropriate level of criminal record disclosure (Disclosure and Barring Service check) to be undertaken successfully as a condition of employment.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Recruitment

The recruitment panel will assess an applicant against the person specification through:

- Application
- Interview
- Assessment Activities
- References and other employment checks