



Person Specification – Technology Technician

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Knowledge and qualifications	<ul style="list-style-type: none">• Good standard of education – A level or NVQ2 or equivalent by experience• Office systems and procedures	DT qualification in the use of machinery tools First Aid trained	Application form
Experience	<ul style="list-style-type: none">• Competent in the use of ICT systems in particular Microsoft Office: word, excel• Working in a Technology related support role• Experience in use and maintenance of machinery such as drills, saws, lathes and hand tools• Working as part of a team and on own initiative• Responding to queries and simple problem solving• Setting up and maintaining administration systems including electronic systems• Working with equipment/materials in the Technology Department and aware of associated Health & Safety issues for the environment and equipment/materials	Working in a Technology role within a school/college	Application form/ interview/reference
Quality of Relationships	<ul style="list-style-type: none">• Relate to students, teachers and parents in a calm and understanding manner• Must relate to students sympathetically and be able to facilitate learning.• Ability to display fairness and respect for students and colleagues	Interview/ application form	
Personal Style and Characteristics	<ul style="list-style-type: none">• Mature and professional manner• Conscientious with commitment to providing a high quality of service •• Good timekeeping,		Interview/reference

	attendance and flexibility <ul style="list-style-type: none"> • Open minded, friendly and proactive • Calm and caring, including when under pressure • Self-motivated • Ability to meet deadlines • Sense of humour • Physically fit and able to lift heavy/awkward items 		
Skills and Aptitude	<ul style="list-style-type: none"> • Able to operate, maintain and repair a variety of specialist equipment. • Ability to demonstrate a methodical, organised and flexible approach to work • Excellent communication skills with a diverse range of people, establishing and maintaining effective working relationships • Ability and willingness to learn quickly • Ability to maintain a high level of confidentiality and discretion at all times • Physically fit and able to lift heavy/awkward items 		Interview