



Person Specification

Attributes	Job Requirements
Knowledge	<ul style="list-style-type: none"> ◆ General knowledge of tools and equipment used in all Design Technology areas ◆ Safe working practices, health and safety issues
Skills	<ul style="list-style-type: none"> ◆ Use and maintenance of tools and equipment such as hand tools, drilling machines, lathes and planes ◆ Liaise and communicate effectively with other staff to seek and provide information and receive instructions ◆ Write basic reports, summarising information to teachers ◆ ICT skills (use of databases, spreadsheets, CAD/CAM etc. Training will be given) ◆ Use of digital photographic equipment ◆ Use of Ceramic applications and firing/use of Kiln
Abilities	<ul style="list-style-type: none"> ◆ To work in a flexible way across the whole school curriculum ◆ To prioritise own workload and meet deadlines ◆ To identify simple faults in equipment and undertake minor repairs ◆ To maintain appropriate working relationships with staff and students demonstrating patience, confidentiality and flexibility ◆ Maintain stock control of materials initiating recording procedures, raising orders, checking prices, delivery notes and associated paperwork ◆ Handle stores and transport equipment and materials in a safe way and according to agreed instructions ◆ Assist with demonstrations and supervision of pupils giving guidance on specific tasks under the direction of a teacher ◆ Undertake new workshop applications and new technology such as plastics, electrons and computer based technology ◆ Willingness to work with teenage children ◆ Should evening classes be introduced in the future, be willing to support. ◆ On occasion, when deemed necessary, be willing to support the site service officer team.
Experience	<ul style="list-style-type: none"> ◆ Practical experience of a workshop type environment ◆ Experience in using machinery such as planers. Lathes, band-saws etc.
Qualifications	<ul style="list-style-type: none"> ◆ To have gained "Workshop Equipment Certificate" or willingness to train