

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People

SECTION: All Schools Model

JOB TITLE: Advanced Technician (7)
(Design & Technology)

GRADE: 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of preparations of material required for demonstrations / practical work and of assisting with demonstrations.	Application Form/ Selection Process	A
		1.2	Experience of providing assistance with general maintenance.	Application Form/ Selection Process	A
		1.3	Experience of testing equipment and devising practical work.	Application Form/ Selection Process	A
		1.4	Experience of working in line with relevant Health and Safety procedures.	Selection Process	
		1.5	Previous experience of working in a school environment.	Application Form/ Selection process	C
		1.6	Experience of designing workshop resources for use and display.	Application Form/ Selection Process	A
		1.7	Experience of management and supervision of staff.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Design and Technology qualification at GCSE level or equivalent, or ability to work at least to this standard.	Application Form/ Selection Process	A
		2.2	Numeracy and Literacy skills to GCSE Grade C/4 or equivalent level necessary to undertake basic calculations, cash transactions, and to produce basic reports and written correspondence.	Application Form/ Selection Process	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	General knowledge of Design and Technology equipment and resources.	Selection Process	B
		3.2	Knowledge of COSHH regulations as they apply to school.	Application Form/ Selection Process	
		3.3	Knowledge of Health and Safety.	Selection Process	
		3.4	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	
		3.5	Basic knowledge of ICT software and packages.	Selection Process	
4.	SKILLS AND ABILITIES	4.1	Practical skills and ability to carry out basic repairs/maintenance.	Selection process	A
		4.2	Ability to work on own initiative and as part of a team.	Application Form/ Selection Process	
		4.3	Ability to communicate effectively with staff and pupils.	Application Form/ Selection Process	
		4.4	Ability to provide relevant advice and support to teachers.	Selection Process	
		4.5	Ability to provide efficient system for stocking, storing and distributing items.	Selection Process	
		4.6	Ability to line manage including task allocation and performance management.	Application Form/ Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	A
		5.2	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	TE07/D&T
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	