



# Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ

Headteacher: Mr. James Pilgrim

## Kents Hill Park School

## Person Specification – Art and Technology Technician

		Essential	Desirable	A/I/R
Qualifications and Education	<ul style="list-style-type: none"> <li>Previous experience in an educational setting</li> </ul>		*	A/I
	<ul style="list-style-type: none"> <li>Knowledge of the Health and Safety at Work Act including COSHH regulations</li> </ul>	*		A
	<ul style="list-style-type: none"> <li>Experience of carrying out administrative processes relevant to the job</li> </ul>	*		A/R
	<ul style="list-style-type: none"> <li>Strong literacy and numeracy skills</li> </ul>	*		A/R
Skills and Abilities	<ul style="list-style-type: none"> <li>The post holder will be required to solve varied problems.</li> </ul>	*		A/R
	<ul style="list-style-type: none"> <li>The role involves exchanging information, both orally and in writing, with other staff and occasionally with contractors, suppliers and visitors to the school.</li> </ul>	*		I
	<ul style="list-style-type: none"> <li>Considerable precision required to operate hand tools and associated equipment and machinery</li> </ul>	*		I/R
Corporate Standards	<ul style="list-style-type: none"> <li>Act at all times in accordance with appropriate legislation and regulations, codes of practice, policies and procedures.</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>Work within the requirements of the school's Health and Safety policy, performance standards, safe systems of work and procedures.</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>Undertake all duties with due regard to the equalities policies and relevant legislation.</li> </ul>	*		R
Ability to relate well to and motivate children / young people	<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities</li> </ul>	*		I/R
	<ul style="list-style-type: none"> <li>Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals</li> </ul>	*		A/I
	<ul style="list-style-type: none"> <li>Ability to improve own practice / knowledge through self-evaluation and learning from others</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>Ability to use ICT packages and equipment effectively to support learning</li> </ul>	*		I/R

Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to the highest standards of child protection</li> </ul>	*		AR
	<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>• Able to follow direction and work in collaboration with Line Manager</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li> </ul>	*		AR
	<ul style="list-style-type: none"> <li>• Efficient and meticulous in organisation</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>• Desire to enhance and develop skills and knowledge through CPD</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>	*		R

**A** - Application form

**I** - Interview

**R** - References