

Person specification:

| Attribute | Essential | Desirable | Method of Assessment |
|------------------------|--|--|------------------------------------|
| Supervisory experience | | | |
| Experience | | Experience in a similar role or knowledge gained from personal interest. | Application form and interview |
| Practical Skills | This is a very practical role so these skills are essential whether developed in the workplace or through personal interest | | Application form and interview |
| Communication | To be able to communicate at all levels and to be professional and courteous at all times | | Demonstrate at interview |
| Personal Qualities | A "can do" attitude, good team player and strong interpersonal skills | | Demonstrate at interview |
| Strategic Thinking | | An ability to solve small problems but to know when to raise the issue to management | Demonstrate at interview |
| Technology / IT Skills | | A basic understanding in order to carry out the limited administrative duties | Application form |
| Education and Training | | Industry training and qualifications relevant to the role | Application form and interview |
| Equal Opportunities | The school and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties | | Demonstrate knowledge at Interview |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | | OH1 |