DESIGN & TECHNOLOGY TECHNICIAN/HANDYMAN

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications	• Willingness to undertake training • Experience in relevant discipline or related qualification • Excellent numeracy/literacy skills	
Experience	• General administrative work • Basic IT knowledge • General practical application	• Experience of working in a similar role • Previous experience in a school environment • Experience of using CAD/CAM
Practical Skills	• Excellent communication skills • Highly developed organisational skills • Ability to prioritise effectively • Ability to relate to people on all levels • Work constructively as part of a team • Willingness to work flexibly when required • Proactive in organising own work environment • Ability to plan a work schedule and use own initiative	
Personal Attributes	• To be organised and efficient • To be reliable and punctual • To have a polite, friendly and flexible approach to work • To have a good sense of humour • To keep calm and professional at all times.	

October 2026