



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – Technician & Library Assistant

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Experience of administrative work in a busy school environment • Good literacy and numeracy skills • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience of working with children/young people in a similar role within a school or agency environment • Experience of working in a library or similar environment
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of Safeguarding and Child Protection policies, procedures • Ability to use photocopier and reprographics equipment safely • Ability to use word processor, spreadsheets, outlook, publisher and DTP and basic databases and specialist programmes as required. • This is a public facing role and the successful candidate must speak fluent English 	<ul style="list-style-type: none"> • Knowledge of general school policies and procedures • Understanding of school policies /codes of practice • Basic understanding of Health & Safety
Skills	<ul style="list-style-type: none"> • Ability to communicate clearly and unambiguously and to listen effectively. • Ability to follow Instructions • Effective time management • Ability to work to a high standard, strong organisational skills • Creative 	
Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to duties • Self motivated • Reliable & punctual • Demonstrate a commitment to equality 	