The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>To be measured by</th>
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</table>
| **Experience** | • Detailed knowledge of Health & Safety legislation as it relates to the work of the Academy.  
• Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.  
• Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.  
• A sound knowledge of National Curriculum requirements. | • A minimum of two years’ experience.               | • Application form/Interview               |
| **Qualifications** | • A*-C in GCSE English & Maths or equivalent.  
• NVQ3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent. | • A*-C in GCSE English & Maths or equivalent.  
• NVQ3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent. | • Application form/Interview               |
| **Skills & Abilities** | • Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum.  
• Ability to effectively direct the work of a team. | | • Application form/Interview               |
- Ability to identify work priorities and manage own workload and that of others.
- Ability to oversee the induction and training of new technical staff.
- Ability to monitor, control and keep financial records according to the requirements of the school.
- Ability to maintain accurate work records and inventories.
- Ability to carry out risk assessments in relation to laboratory work.
- Ability to maintain a range of tools and equipment.
- Ability to prepare equipment and materials for lessons, as requested by the teaching staff.
- Ability to design, develop and maintain specialist resources.
- Ability to work under pressure.
- Ability to complete work to the required standards.
- Able to follow set procedures.
- Ability to develop and maintain effective working relationships with a wide range of people.
- Ability to work on own initiative with minimum supervision.
- Ability to respond flexibly to change.
- Have a good sense of humour.

**Training**

- Willing to undertake job related training

**Application form/interview**

All staff are expected to be committed to the Academy’s Equal Opportunities Policy.