

---

## Person Specification

Post Title: **TECHNICAL ASSISTANT – SCIENCE** (Term-time only / Minimum 20 hours/week)

---

### Relevant Experience

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Familiarity with standard equipment in a Biology laboratory	Experience of supporting AS/A2 level Science courses at a school/college, with particular reference to Biology	Application Interview
	Experience of working in a web-based learning environment	References

---

### Education and Training

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
A good knowledge of practicals and equipment relevant to A-level Biology	Level 3 qualification in Biology (e.g. A-level Biology)	Application Interview
	First Aid Qualification	Certificates / Evidence

---

### Knowledge and Abilities

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Ability to use a PC to assist in the production/quality of teaching materials	Knowledge of computer software (e.g. Word, Excel, Powerpoint)	Application Interview
Ability to work to deadlines		References
Ability to work independently/part of a team		
Good organization/administrative skills		
Good IT skills		

---

### Safeguarding

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Suitable to work with children and vulnerable adults		Application / Interview
Requirement to apply for a CRB check		References
Requirement to be registered with any relevant national body as required by the College		

---

**Personal Qualities**

Essential

Excellent organisational and planning skills  
Ability to prioritise and work to tight deadlines  
Effective communication and interpersonal skills  
Self-motivated and able to work independently, and/or part of a team  
Flexible approach to work

Desirable

Willing to learn new skills

How Identified

Interview  
References