

Person Specification

**Instructor: Vehicle Body Repair**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 3 qualification in relevant discipline (NVQ or equivalent)\*
 | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in Mathematics (GCSE or equivalent)
 | **\*** |  |
| * Relevant experience
 | **\*** |  |
| * Knowledge of Health and Safety requirements
 | **\*** |  |
| * IT Literate equivalent to level 2
 | **\*** |  |
| * Fire Marshal certificate (training provided) \*
 | **\*** |  |
| * First Aid certificate (training provided) \*
 | **\*** |  |
| * Assessor/Verifier Awards
 |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as needed to fulfill the requirements of the post
 | **\*** |  |
| Personal Skills |  |  |
| * Excellent time management skills
 | **\*** |  |
| * Organised and methodical
 | **\*** |  |
| * Excellent administrative skills
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| * Able to work in different learning environments
 | **\*** |  |
| * Able to work to tight deadlines
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – written and oral
 | **\*** |  |
| * Able to work as part of a team
 | **\*** |  |
| * Empathetic to learners’ needs
 | **\*** |  |
| * Able to motivate others
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Continuing Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Motivated
 | **\*** |  |
| * Adaptable
 | **\*** |  |

\* Candidates who do not hold a qualification on appointment will be considered. However, if successfully appointed they will be required to undertake the qualification within 12 months of appointment.