

Person Specification

**Instructor: Vehicle Body Repair**

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|  | **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.