

## Art Technician - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Literacy and numeracy GCSE Grade C/Grade 4 or above (or equivalent).	√		A
	Good working knowledge of Microsoft Office packages including Microsoft Word, Excel, Outlook and PowerPoint.	√		A & I
	Administration skills – stock control, photocopying etc.		√	A & I
	Previous experience of working in an Art and Design context.		√	A & I
	Previous experience of working with children and young people.		√	A & I
	Working knowledge of art materials and processes.	√		A & I
	Good understanding of the school curriculum relevant to the specific area.		√	A & I
	Good working knowledge /practice of health and safety procedures in workshops.	√		A & I
	First Aid certificate.		√	A & I
Personal and interpersonal	<b>Interacting and Presenting - Relating and Networking</b> Establishes good relationships with pupils and staff; relates well to people at all levels.	√		A & I
	<b>Organising and Executing - Planning and Organising</b> Plans activities and projects well in advance; manages time effectively; identifies and organises resources needed to accomplish tasks.	√		A & I
	<b>Organising and Executing - Following Instructions and Procedures</b> Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; complies with legal obligations and safety requirements of the role.	√		I
	<b>Supporting and Co-operating - Working with People</b> Demonstrates an interest in and understanding of others; adapts to the team; listens, consults others and communicates proactively.	√		I
	<b>Adapting and Coping - Coping with Pressures and Setbacks</b> Works productively in a pressurised environment; keeps emotions under control during difficult situations; maintains a positive outlook at work; responds to feedback well and learns from it.	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		A & I
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview).</i>	√		C
	Willingness to undertake safeguarding training when required.	√		I

\* A = application, C = clearances, I = interview, T = task