



Ministerium Tuum Imple Love | Serve | Do the best that is possible

Art Technician Person Specification

Essential (E) - Essential to be considered for appointment

Desirable (D) - Beneficial for the successful applicant

How assessed:

AF - Application form

SS - Supporting statement

I – Interview

Criteria	Essential/ Desirable	How assessed
Personal		
1. Excellent organisational skills	E	AF
2. Enthusiasm and high level of integrity	E	AF
3. The ability to multi-task	E	AF
4. Flexible approach to the working day	E	AF
5. Manage time and prioritise workloads	E	AF
6. A 'can do' approach, seeking continuous improvement	E	AF
7. Establish and build relationships, both internally and externally with people at all levels	E	AF
8. Self-motivated	E	AF/I
9. Excellent customer service skills	E	AF/I
10. Good knowledge of business and education	D	AF/I

Experience		
1. Working in a pressurised environment and meeting deadlines	E	AF/SS/I
2. Experience of Microsoft Office software packages	E	AF/SS/I
3. Ability to work on your own initiative	E	AF/SS/I
4. Working in an educational environment	D	AF/SS/I
5. Working in a workshop based environment	D	AF/SS/I
Qualifications		
1. 5 A-C grades GCSE including English and Maths (or equivalent)	D	AF/SS/I
2. Higher education or significant relevant training and qualifications	D	AF/SS/I
3. Knowledge of Art and Design making process and equipment	E	AF/SS/I
4. Qualification/Degree in Art and Design	D	AF/SS/I
Specialist knowledge and skills		
1. Working familiarity with the types of tools and machines likely to be found in the workshop environment	E	AF/SS/I
2. Understanding of the safe working practices of the workshop environment	E	AF/SS/I
3. Excellent oral, written and interpersonal skills	D	AF/SS/I
4. Ability to use ICT systems effectively	D	AF/SS/I
Service		
1. A commitment to working for the benefit of others	E	SS/I
2. A commitment to 'going the extra mile for the pupils in our care	E	SS/I