



Person Specification

JOB TITLE:	Creative Arts Technician
DATE:	June 2021
STATUS:	DRAFT

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. Maths and English	E	✓			✓
1. ICT knowledge including the use of MS Office applications & Photoshop	E	✓			✓
2. NVQ level 3 or equivalent in relevant area	D	✓			✓
3. First Aid qualification	D	✓			✓
4. Ability to drive Mini Bus	D	✓			✓
Experience					
5. Experience in a similar type of role covering a range of technician duties for creative arts. Eg working with wood, metal, plastic and textiles.	E	✓		✓	✓
6. Working in a school or educational environment.	D	✓		✓	✓
7. Can use Design & Technology classrooms and equipment eg Laser cutter, plotter, cutter	D	✓		✓	
8. Able to roll clay and fire the kiln.	D	✓		✓	
9. Knowledge and experience of fabrics and sewing machines	D	✓		✓	
10. Can use a food room and understands the maintenance of its equipment	D	✓		✓	
11. Knowledge and experience of organising resources for music.	D	✓		✓	
12. Can stock take, order and organise resources and equipment across a Design & Technology department	D	✓		✓	
Skills and competencies					

13. Lighting and sound support for course work and productions	D	✓		✓	
14. Build professional relationships effectively and appropriately with staff and students	E			✓	
15. Effective verbal and written communication skills to suit a variety of audiences	E	✓	✓	✓	
16. Excellent organisational skills	E	✓	✓		
17. Able to present information in a variety of written styles and formats with attention to detail	E		✓		
18. Friendly, flexible and adaptable attitude	E	✓		✓	
19. Able to follow instructions and procedures on own initiative	E	✓	✓		
20. Proactive approach to prioritising workload	E	✓	✓		
21. Works effectively in a small team	E	✓		✓	
22. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E			✓	✓
Other					
23. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
24. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
25. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓