



PERSON SPECIFICATION

Job Title: ARTS TECHNICIAN

Grade: GR2

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EDUCATION/ QUALIFICATIONS	Qualification in Music GCSE English & Maths	GCSE, A level or Degree in Music, Art, Drama or Media	AF/I
EXPERIENCE (Relevant work and other experience)	Experience using Photoshop and Publisher. Experience in photocopying, organising and preparing resources. Experience using Macs- in particular use of DAWs/ADOBE photoshop/publisher Experience of setting up equipment for live music performances. Experience of running the sound during live music events.	Experience of working with and supporting students.	AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Ability to use language and other communication skills that pupils can understand and relate to. Ability to use photocopier, laminator and printing equipment. Ability to work effectively and supportively as a member of a team, working with staff	Ability to use Art equipment such as kiln, guillotine and the ability to set up resources for Art lessons. Ability to organise and complete orders to Arts suppliers. Ability to carry out minor instrumental repairs or organise repairs through	AF/I AF/I AF/I

	<p>across subject areas.</p> <p>Able to prioritise tasks and workload through being meticulous and organised.</p> <p>Ability to create and maintain a tidy and organised working environment, including the organisation of stock and equipment.</p> <p>Ability to meet deadlines and work well under pressure.</p>	<p>appropriate companies.</p> <p>Offering technical support for Arts ICT equipment.</p> <p>Ability to use Microsoft Office/Google Docs</p>	AF/I
TRAINING	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.	Advanced reprographics training or other ICT software which supports creative arts	AF/I
OTHER	<p>Willingness to maintain confidentiality on all school matters.</p> <p>Commitment to Safeguarding, well-being and safety of pupils.</p> <p>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</p>	NA	AF/I