



Person Specification

JOB TITLE:	Creative Arts Technician
DATE:	January 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Level 2 Basic Skills (Literacy or Numeracy) or equivalent, e.g. GCSE Maths and English.	E	✓			✓
2. ICT knowledge including the use of MS applications and Photoshop.	E	✓			✓
3. NVQ Level 3 or equivalent in relevant area.	D	✓			✓
Experience					
4. Experience in a similar type of role covering a range of technician duties for creative arts, for example working with wood, metal, plastic and textiles.	E	✓		✓	
5. Performing safety checks and maintaining accurate health & safety records, undertaking audits where necessary.	E	✓		✓	
6. Experience of working in a school or similar environment.	D	✓		✓	
7. Experience of using design & technology classrooms and their maintaining their equipment, e.g. laser cutter, plotter and cutter.	D	✓		✓	
8. Experience using food rooms, and an understanding of maintaining/repairing their equipment.	D	✓		✓	
9. Experience of different fabrics and their qualities, and using a sewing machine.	D	✓		✓	

10. Experience of organising resources and advising on the safe use of equipment.	D	✓		✓	
11. Experience of monitoring and ordering stock, organising resources and equipment across the creative arts department.	E	✓		✓	
Skills and competencies					
12. 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	✓		✓	
13. Ability to work under own initiative at times, whilst also following instructions from others too.	E	✓		✓	
14. Proactive in planning and organising own work to meet targets and deadlines.	E	✓		✓	
15. Effective verbal and written communication skills for a range of audiences.	E	✓		✓	
16. Able to work effectively as part of a small team and build positive professional relationships.	E	✓			
17. Ability to provide lighting and sound support for coursework and productions as required.	D	✓		✓	
18. Ability to present information in a variety of styles and formats with attention to detail.	E	✓			
Other					
19. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
20. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
21. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	