



PERSON SPECIFICATION

POST	Technician	DEPT	Visual and Performing Arts
GRADE	Admin & Support	REF NO	059-19

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY APPLICATION (AF) CERTIFICATES (C) INTERVIEW (I) PRESENTATION (P)
Level 2 or equivalent qualification in Visual Arts	E	AF/C
English and Maths Level 2 or equivalent	E	AF/C
Prepared to undertake training as necessary and willing to participate in continuing professional development	E	AF/I
Level 3 or equivalent qualification in Visual Arts	D	AF/C
RELEVANT EXPERIENCE		
Experience of working in a customer-focused environment	E	AF/I
Current experience in the Art and Design industry	E	AF/I
Experience of using a range of computer packages including Word, Excel and e-mail	E	AF/I
Experience of operating quality systems	D	AF/I
Recent experience of working in an educational/learning environment	D	AF/I
Technician and administrative experience	D	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		
Ability to work as part of a team	E	AF/I
Ability to liaise with staff and people at all levels (external and internal)	E	AF/I
Ability to work without close supervision	E	AF/I
Ability to work with attention to detail	E	AF/I
Ability to deal with varied and diverse enquiries with both professionalism and empathy to individual needs	E	AF/I
Ability to organise materials, equipment and resources	E	AF/I
Ability to work independently and use initiative when dealing with requests	E	AF/I
Ability to prioritise and organise time effectively and work positively to requests made at short notice	E	AF/I

SPECIAL REQUIREMENTS	CRITERIA	MEASURED BY
Good written and oral communication skills	E	AF/I
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	AF/I
Ability to work flexibility around timetables of learners and staff in order to meet the needs of the business	E	AF/I
Commitment to the principles of valuing diversity and equal opportunities	E	AF/I