



Person Specification

Art Technician

Qualifications & Training	Essential	Desirable
Good standard of general education, including English and Maths	✓	
Relevant Art and Design qualifications, vocational training or specialist skills		✓
Willingness to undertake relevant training, including First Aid training, as required for the role	✓	
Experience		
Experience of working with Art materials, equipment or practical creative processes	✓	
Experience of organising resources and managing multiple practical tasks effectively	✓	
Experience working in a school or educational environment		✓
Experience of specialist Art techniques or processes, such as printing, mounting or preparing artwork for display		✓
Experience of stock control, ordering supplies or maintaining equipment		✓
Experience of using IT and administrative systems, including Microsoft Office or equivalent		✓
Knowledge & Understanding		
Knowledge of Art materials, equipment and processes	✓	
Understanding of safe working practices when handling, storing and disposing of Art materials	✓	
Understanding of safeguarding, professional conduct and appropriate boundaries when working with children and young people	✓	
Awareness of relevant safeguarding guidance, including Keeping Children Safe in Education (KCSIE) and Prevent	✓	
Understanding of the importance of creating a safe, inclusive and supportive learning environment	✓	
Skills & Attributes		
Excellent organisational skills, with the ability to prioritise workload and meet deadlines	✓	

High level of accuracy and attention to detail	✓	
Practical problem-solving skills and the ability to use initiative	✓	
Ability to prepare, maintain and organise materials, equipment and working spaces	✓	
Ability to work independently and collaboratively with the Subject Leader and staff	✓	
Strong written and verbal communication skills	✓	
Confident IT skills, using Microsoft Office/Google Workspace or equivalent and willingness to learn relevant school systems	✓	
Reliable, proactive, flexible and able to respond positively to changing priorities	✓	
Patient, approachable and professional when supporting students and staff	✓	
Personal Attributes		
Demonstrates a genuine interest in Art, creativity and supporting students' learning	✓	
Committed to safeguarding and promoting the welfare of children and young people	✓	
Professional, trustworthy and able to maintain confidentiality	✓	
Committed to equality, inclusion and promoting student wellbeing	✓	
Flexible and adaptable to meet the changing needs of the school	✓	
Ability to establish and maintain appropriate professional relationships and boundaries with students	✓	
Commitment to maintaining a safe, and well-organised working environment	✓	
Willing to undertake further training and professional development	✓	
Commitment to the school's values and ethos	✓	

Assessment Methods

Criteria may be assessed through:

- Application form
- Supporting statement
- Shortlisting
- Interview process including tasks
- References
- Verification of qualifications
- Safeguarding and pre-employment checks