

**Ernest Bevin College
Personal Specification**



Title: Art Technician	Salary Scale 4: pro rata for 15 hours per week, term time only (39 weeks) £8,693.23-£9,171.24 adjusted
Supported by and reporting to: Head of Art	Assisted By: Teaching and non-teaching staff

Qualifications	<ul style="list-style-type: none"> • GCSE Maths and English at grade C or above, or equivalent • Evidence of additional qualifications desirable
Experience	<ul style="list-style-type: none"> • Experience in handling Art equipment, tools, machinery and materials. • Depending on your experience and certification, you may need either initial or refresher training: Initial training is required by those with little or no previous experience or certification on specific training standards • Good knowledge and passion for Art
Knowledge and Skills	<ul style="list-style-type: none"> • A good working knowledge of workshop equipment and machinery used in D&T. • Knowledge of Health and Safety procedures and CLEAPPS regulations, and how to ensure they are adhered to • Able to contribute effectively to ensure the technical success of department and faculty. • Good literacy, ICT and numeracy skills • Good organisational skills. • Awareness of responsibility towards the safeguarding of pupils • Knowledge of GCSE and A level practical requirements desirable
Personal Qualities and Characteristics	<ul style="list-style-type: none"> • Energy, enthusiasm and stamina • Flexibility and determination • Ability to work under pressure, meet deadlines, and establish positive relationships with students, staff and outside agencies • Ability to stay calm when dealing with potentially difficult situations. • Commitment to the promotion of equal opportunity • Loyalty to the college, its pupils, staff and community

Specific to the post	Ability to : <ul style="list-style-type: none">• Liaise with Art staff to ensure requisitions are dealt with in an efficient and timely manner• Work in a team to effectively support the teaching of Art.• Prioritise and organise own workload in order to meet the diverse and immediate needs of the working day• Use own initiative• Communicate with people within both the school and external organisations/companies• Maintain stock of equipment, apparatus and stationery• Clean / store / dispose of equipment and apparatus in line with Health and Safety guidelines and school policies.
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This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

November 2020