



Person Specification

POST: Performing Arts Technician and Administrator

DATE: 09.09.20

Recruitment and Selection Policy Statement

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

CRITERIA	STANDARD	E/D	MEASURED BY
Qualifications	Recognised diploma or equivalent qualification.	D	Application form
Experience	Previous experience in a similar role, ideally in an educational environment.	D	Application form
	Setting up and operating sound mixers, stage lighting and a lighting desk in a live performance situation.	D	Application form
	Operating and maintaining music technology equipment.	D	Application form
Skills	Good ICT skills; competent in the use of word and basic excel.	E	Application form
	Ability to communicate clearly and effectively with all stakeholders.	E	Application form/interview
	Ability to follow written and verbal instructions accurately.	E	Application form
	Ability to work independently and as part of a team, and remain calm whilst under pressure.	E	Application form
	Excellent organisation skills; be able to prioritise workload and manage own efficiently.	E	Application form/interview
	Demonstrate a can-do attitude to learning new skills, flexibility in working outside of basic working pattern.	E	Application form
	Commitment to develop and learn in the role and take responsibility for own CPD.	E	Application form

The standards of the job specification are termed as essential (E) or desirable (D)