



**St Wilfrid's Catholic School**  
**Job Description for Art Technician/Display Co-ordinator**

**Job Title:** Art Technician & Display Co-ordinator

**Position Level:** Grade 3 Point 3 - 4 £11,472 - £11,692

**Qualifications:** GCSE English & Maths, Creative skills

**Line Manager:** Head's PA/Marketing Exec & Subject Leader for Art

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**Key Accountabilities: Art Technician**

- Ordering stock for Art
- Managing the stock levels for Art
- Admin assistance as and when needed by Subject Leader for Art

**Key Accountabilities: Display Co-ordinator**

- To create inspirational and eye-catching displays for each department in the corridors
- To maintain and update departmental displays in the corridors
- To work with Ms Minnis to plan Display work on a weekly basis
- Any other reasonable request as directed by Line Manager

**Person specification**

- Self motivated
- Artistic with a good eye to detail
- Able to work on your own initiative
- Attentive – tidying up boards as you see necessary
- Dedicated and reliable
- Candidates should be supportive of our Catholic ethos.





## Person Specification

	<b>Essential</b> – these are qualities without which the applicant could not be appointed	<b>Desirable</b> – These are extra qualities which can be used to choose between applicants who meet all of the essential
Knowledge and experience	To be artistic with a specific eye for detail Classroom and equipment preparation	Training to be given
Skills & attributes	Self motivated, able to work without constant supervision	Ability to adapt to situations
Special requirements	Dedication and reliability at all times Flexible approach Be able to use steps for erecting displays	
Working with others	To be able to work with department leaders and offer suggestions for improving displays Plan work schedule with Line Manager	

Application by form downloadable from our website <https://www.stwilfrids.com/Recruitment>

**Closing Date 9.00am Wednesday 8 December 2021**

Please email application to [recruitment@stwilfrids.com](mailto:recruitment@stwilfrids.com)

*St Wilfrid's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an Enhanced level.*

