

Co-op Academy Swinton



Co-op Academy
Swinton

Title	Grade
Arts Technician	Apprentice

Note to Candidates:

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Be able to demonstrate levels of numeracy and literacy to A-C/9-4 or equivalent in Maths, English & ICT	A
2.	Good spoken and written communication skills	A
3.	Ability to show initiative and to work with minimal supervision within an agreed framework	A
4.	Able to deal with problems in an appropriate manner	A & I
5.	Positive approach to resolving issues	A
6.	A desire to help and go the extra mile	A & I
7.	Can do attitude	A & I
8.	Awareness of the importance of Health & Safety in the work place	A & I
9.	An ability to work with deadlines	A & I
10.	Ability to prioritise tasks and manage time effectively	
11.	An Arts qualification (drama, music, theatre, photography)	A & I

Completed by	Date
C. Robinson	16.1.19

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre