

## Job Description: Creative Arts and Design Technician

Responsible to:	Head of CARTS
Job Type:	Permanent
Grade:	04
Hours per week:	13
Working weeks:	38
Location	King Alfred's Academy

### Summary

The Creative Arts and Design Technician has responsibility for the care and maintenance of equipment and resources within the department and with maintaining a good learning environment. The purpose of the post is to provide support to ensure that the highest quality teaching, learning and working takes place, and that the Academy's aims and objectives, set out in the Academy Development Plan, are achieved.

The Technician will primarily work within the Art department but may also be asked to complete appropriate and manageable tasks for the rest of the Creative Arts and Design Faculty.

### Principal responsibilities

- Support pupils in accessing learning activities as directed by the teacher
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils
- Provide clerical/admin. support e.g. photocopying, printing, display, collection and recording of money etc.
- Monitor and arrange orderly and secure storage of supplies
- Maintenance of every day equipment, check for quality/safety
- Undertake simple repairs and report other damages
- Operation of every day equipment in accordance with instructions

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

## General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

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## Qualifications and Experience

Qualities	Essential/Desirable
Required to attend relevant courses including COSHH, First Aid.	E
A general education and experience of Art, Media and Design	E
Good communication skills Good organisational skills Computer literate	E
Ability to work in a team. Good work ethos. Ability to relate well to others, both adults and children. Independent thinker and worker.	E
Good Health and Safety and First Aid knowledge. Willingness to undertake relevant courses and training	D
A degree of Flexibility in their hours to meet the demands of events such as school events and Art exams.	D

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