

Edward Peake C of E (VC) School

Headteacher: Miss Z Linington



Potton Road • Biggleswade • Bedfordshire • SG18 0EJ

Tel: 01767 314562 • Fax: 01767 314006

E-mail: info@edwardpeake.beds.sch.uk

Web: <http://www.edwardpeake.beds.sch.uk>

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job title: Display Technician

Responsible to: Deputy Headteacher

Job purpose: To produce high-quality displays throughout the school in both classrooms and corridors under the direction of teachers, curriculum leaders and the Senior Leadership Team.

Main duties and responsibilities

- To ensure that displays celebrate pupils' work to best effect as well as reflecting the Christian and Values ethos of the school.
- To help ensure that the school is neat, tidy and showing the school at its very best at all times. This is a particular priority for open evenings and at times of school functions.
- To liaise with and provide staff with support for all aspects of display.
- To maintain all displays within the school to a high standard, using initiative regarding renewal and updating.
- To prepare and display pupils' work for external art exhibitions.
- To re-back boards, as necessary, during summer holidays, in preparation for the new academic year.
- To select and order display resources.
- To photocopy, collate and distribute resources and documents
- To undertake appropriate training.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information. To be familiar with the requirements of Data Protection legislation and to ensure compliance with it.
- To undertake any other duties of a similar level and responsibility as may be required for the effective function of the school.