



**GREYFRIARS**  
CATHOLIC SCHOOL

**Arts and Technology  
Technician**



## **Arts and Technology Technician**

Thank you for your interest in the role of Arts and Technology Technician at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.

We are looking for an inspirational, organised and creative individual to join Greyfriars Catholic School and contribute to the life chances of the young people in our school community. This is also an exciting time for the school; new leadership at many levels across the school and a radical change to curriculum provision means we are at a point of positive and significant change. This role will allow genuine scope to be part of something ambitious and improve the opportunities and outcomes of students in our school community.

Our vision at Greyfriars is that we are a Catholic School that champions students so they flourish individually and collectively. We champion students through teaching them well and holding them to account when they need guidance and support. Championing students means that we have a school where learning is disruption free with the highest expectations and ambition for students. We know that working hard and being kind helps students feel personally and academically successful.

This role is instrumental in supporting the creative experiences and opportunities for our students. We know that this role will help them flourish.

Please do not hesitate to contact us to seek further information. I will be delighted to personally show you around our wonderful school and discuss this role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

### **Application Details**

We hope you are interested in this exciting opportunity and would like to submit an application form.

To apply for the post of Arts and Technology Technician please -

- Fully complete the CES application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information, please contact the School Business Manager, Sophie Upellini, [s.upellini@gfcs.uk](mailto:s.upellini@gfcs.uk) Tel: **01865 749933**

**Application submission: by 5pm**

*We reserve the right to close this advertisement early if we receive a high volume of suitable applications.*

**Interview date: TBC**

**Job start: ASAP**

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview and we are committed to equal opportunities as an employer.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices.

# **Arts and Technology Technician Job Description**

**Job Title: Arts and Technology Technician**

**Reporting To: Head of DT**

**Grade 5 Point 05 £25584 - Point 07 £26403 (Salary per hour £13.26 - £13.69)**

**19.5 Hours per week - Term Time Only**

## **Roles and Responsibilities**

The job description below gives an insight into the responsibilities of the post of Arts and Technology Technician and, while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

## **Overview**

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire. We are a diverse, multi-faith and non-faith school and we offer this Catholic mission to all faiths and none.

## **Core Purpose**

- To assist with the preparation of materials for lessons (Technology and Art) and monitor the stock control for these areas.
- To be responsible for the day to day running of machinery sited within the Design and Technology (D & T) rooms.
- Provide technical support to teaching staff planned in advance and when requested by The Arts or Technology departments.
- To provide learning and student support as and when required during technology (Resistant Materials and Food) and Art
- To undertake a practical and administrative Health & Safety role for the The Arts or Technology departments.
- Provide technical and administrative support for teaching staff to support teaching and learning within Health and Safety guidelines.
- Prepare, maintain and set out equipment to support teaching staff in undertaking demonstrations and experiments and to manage the safe acquisition, storage and disposal of equipment used in the delivery of the curriculum under the direction of the Head of DT.

- Prepare and assemble teaching resources and equipment to support the curriculum (Technology and Art) and enable students to use them effectively in practical lessons and examinations.
- Establish responsibility for the safe storage and disposal of equipment and materials in accordance with the relevant safety regulations, guidelines and school procedures.
- Closely monitor and check equipment is in proper working order and is clean and safe to ensure students are working in a safe learning environment in accordance with Health and Safety Regulations e.g. COSHH (control of substances hazardous to health)
- Keeping records & measurements of hazardous substances, updating annual Health and Safety records, and updating annual risk assessments across the Technology and Art departments.
- Undertake regular risk assessments to identify any potential hazards and ensure that all areas are kept safe in accordance with Health and Safety Regulations.
- Monitor stock levels through regular stocktaking and inventory checks, and make purchases in accordance with levels of authorisation and budgetary control
- Develop skills through training and ensure knowledge remains up to date and relevant
- Assist with the daily laundry needs of the food room when required.
- To undertake any other tasks that are reasonably requested

### **Skills, Development and Competencies**

- Certified in Health and Safety training in D & T Core and Workshop practice (this could be training provided once employed).
- Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines.
- Ability to work on own initiative as well as part of a team.
- Good oral and written communication skills.
- Ability to follow strict Health and Safety Regulations.
- Good ICT, Graphics, Carpentry, Metal Work, 2D and 3D Modelling, CAD, Drawing and Drafting Skills, Food hygiene and ingredient preparing.
- Good knowledge of Google Suite (training can be provided).
- Ability to research and analyse tasks and demonstrate how best they may be achieved.
- Development of experience of working with young people in a learning environment.
- Support and CPD training will be provided

### **Other**

- Any other duties commensurate with the role as directed by the Head of DT
- Complete statutory break / lunch duties as requested by the School Leaders.
- Deliver an extracurricular club once a week.
- Fulfil the role of learning mentor if requested by the School Leaders.

### **Accountable to**

- Head of DT

Greyfriars Catholic School expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

## **Person Specification**

### **Job Title: Arts and Technology Technician**

#### **Experience**

- Technician Experience
- Experience of working with Design and Technology machinery
- Experience of preparing Art / Photography materials for practical lessons
- Experience in working in a Secondary school environment
- Knowledge and Skills Good communication skills
- Sound awareness of personal impact on others
- Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context
- Good planning and organisational skills
- Good ICT skills
- Ability to relate to, and communicate with, children in and out of the classroom
- Ability to demonstrate Design & Technology machinery effectively to students
- Ability to demonstrate techniques effectively to students in Art and Food Technology lessons
- Knowledge of relevant health and safety procedures

#### **Personal Attributes**

- High expectations of all children
- Flexible and adaptable to working across different year groups
- Developing and maintaining good relationships with colleagues
- Have a positive attitude, energy and commitment
- Willing to become involved in extracurricular activities
- Ability to work as part of a team
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GFCS Safeguarding and Child Protection Policy and the GFCS Staff Code of Conduct

#### **How this is identified**

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

#### **In addition to the Greyfriars Catholic School will commit to:**

- Promoting courteous and respectful relationships with students and staff at all times
- Using their influence with other staff and students to promote high standards of behaviour, ambition and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC
- To play a full part in the PFMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue professional development as agreed

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School. It is not intended to be a comprehensive listing of every task that a Greyfriars Catholic School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

