



Pix Brook Academy Application Pack

Creative Arts Technician (Part time, 15hrs a week)





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www.bestacademies.org.uk



INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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HR Assistant

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Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, 18th January 2026

Interview date: Week commencing 19th January 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Creative Arts Technician
Based at	Pix Brook Academy
Salary/Grade Range	NJC Level 2D Point 4-6 £8,890 actual salary per annum (FTE £25,185)
Responsible to	Head of Art/Music/Drama
Hours	15 hours a week to be agreed, Monday to Friday between the hours of 0800hrs – 1500hrs, term time only including five training days

Purpose of Role

To provide specialist technical support across the Creative Arts departments (Art, Drama and Music), ensuring a safe, efficient, and inspiring learning environment. The technician will be responsible for maintaining equipment, preparing materials, assisting staff and students, and supporting the effective delivery of the curriculum and extra-curricular activities.

Main Responsibilities

- Prepare and set up materials and equipment for practical art lessons (e.g., paint, clay, printing presses etc).
- Maintain, clean, and safely store all art tools, equipment, and chemicals.
- Assist in the preparation and mounting of student work for display within the school and for exhibitions.
- Photographing and sharing work/participation in events for display, social media and/or school publications.



- Manage and control stock levels, including ordering and receiving supplies within a set budget.
- Maintain specialist facilities such as kilns, etching presses, and spray booths, ensuring they are operational and adhere to safety standards.
- Assist with the maintenance and inventory of costumes, props, and set pieces.
- Provide basic technical support for lighting and sound equipment used in lessons and school productions and/or events.
- Assist in the construction, painting, and dismantling of simple stage sets.
- Perform basic maintenance of musical instruments, ensuring they are in good working order.
- Manage and organise the storage of music equipment, sheet music, and resources.
- Ensure all equipment and materials are handled, stored, and used in accordance with school policies and relevant health and safety legislation (e.g., COSHH).
- Conduct regular safety checks on equipment and workspaces and report any defects immediately.
- Provide guidance to students and staff on the safe use of equipment.

Professional Responsibilities

- Adhere to the School's policies and procedures at all times.
- Have a yearly appraisal and developmental targets that reflect training needs.
- Participate in relevant training programmes for support staff enhancing own knowledge and skills.
- Participate in mandatory training including Smartlog compliance portal.
- Represent the school in a professional and positive manner at all times.
- Manage time effectively and prioritise tasks to meet the demands of a busy school environment.
- Work collaboratively with department heads and teaching staff to support their technical needs and curriculum delivery.



Please note, while every effort has been made to explain the 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 the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Creative Arts Technician

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Good standard of education, including GCSEs (or equivalent) in English and Maths. 	<ul style="list-style-type: none"> Relevant qualification in an Art, Design, Technical Theatre, or Music discipline. Health and Safety qualification (e.g., in use of specialist equipment or COSHH training).
Skills and Experience	<ul style="list-style-type: none"> Proven practical experience working with a range of art materials and techniques (e.g., ceramics, printmaking, painting). Basic knowledge of maintenance for specialist equipment (e.g., Art kilns, simple lighting/sound gear, musical instruments). Experience in stock control, inventory management, and ordering supplies within a budget. Working with young people. Ability to work under pressure and to tight deadlines. Flexible approach to support events, functions and parents' evenings. Ability to take instruction. Effective team player. Organised and self-motivated. An ability to work effectively and to be innovative in problem solving. Willingness to take part in further training. 	<ul style="list-style-type: none"> Experience working in an educational or similar institutional setting. Basic proficiency in using music software or audio/visual equipment.
Competences	<ul style="list-style-type: none"> Excellent organisational skills, with the ability to manage multiple tasks and prioritise workload effectively. Strong understanding of and commitment to Health and Safety procedures in a workshop/studio environment. Ability to work independently with initiative and as part of a team. Excellent communication and interpersonal skills when dealing with staff and students. Adaptability and a proactive approach to problem-solving across different subject areas. 	
Other	<ul style="list-style-type: none"> Ability to work without supervision Trustworthiness Commitment to the safeguarding and welfare of children and young people. 	



	<ul style="list-style-type: none"> • Willingness to participate in school events and occasional out-of-hours activities (e.g., school productions or exhibitions). • Flexibility in working hours to meet the demands of the curriculum and school calendar. • Willingness to undertake further training as appropriate <p>Appropriate DBS clearance, references and checks (before the post is taken up).</p>	
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We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

