

Art Technician

Job Description

Job Purpose

To support teaching and learning by providing high quality technical support as part of a committed and flexible team.

Main Duties:

Faculty support – working with faculty staff on both sites undertaking a selection of the following duties;

- General upkeep of the art rooms to include:
 - Stocking and tidying paint trays
 - Cutting paper to required sizes
 - Ensuring availability of stock eg paper, pencils
 - Ensuring that stock is in good condition eg brushes
 - Managing and tidying the stock room
 - Stock control – to have an overview of how stock is being used and notifying Head of Art and Key Stage lead, when re-ordering is necessary.
- Helping with displays of work in art rooms and around the school
- Photocopying
- Ordering stock – checking budget
- Setting up teacher resources for lessons, especially when staff are commuting
- Supporting in classes within our printing and sculpture schemes of work
- Supporting trips, workshops and other external activities
- Making resources for lessons
- Attend training courses and some departmental meetings

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Health & Safety

- To take reasonable care of own health and safety with due care for others who might be affected by what you do or do not do
- To be familiar with emergency and First Aid procedures
- To use work items provided correctly and in accordance with training and instructions
- To ensure tasks are completed in a safe manner
- To cooperate with all aspects and issues regarding health and safety
- To report any health and safety concerns to your line manager as soon as possible
- To adhere to the School's and health and safety policies and, in particular, child protection policies

Safeguarding

- All staff have a responsibility to ensure that all School Child Protection policies are adhered to and concerns are raised in accordance with these policies.



Security and data protection

- All employees are expected to work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.

Other Duties

- All staff are expected to attend an Annual Appraisal, school and departmental meetings and training or INSET sessions as directed by the Line Manager or the School Manager.
- Undertake any other reasonable tasks

Reporting lines

The post holder reports directly to the Head of Art/Team Leader KS4

The post holder has no responsibility for managing other staff.

Person Specification

ESSENTIAL

Experience & qualifications

- Experience of art technician or similar work (A,I,S)
- Experience of working in a school or similar environment (A,I,S)
- Experience of working with young people (A,I,S)
- Experience of using IT for art related work (I)
- A qualification in art or related subject or relevant experience (A, I, S)

Knowledge

- Knowledge of art, crafts or similar (A,I,S)
- Knowledge of schools and issues relating to education (A, I, S)

Skills

- Ability to stock check and order products (A,S)
- Ability to work quickly and accurately (T)

Personal qualities

- Flexibility in terms of hours and location (S, A, I)
- To have a good eye for presentation and display of work (A,I,S)
- Willingness to undertake a range of duties including cleaning equipment and facilities (I)
- Ability to use own initiative and to work independently and to work as part of a team (S, A, I)
- Very good communication skills, both verbal and written (S, A, I)
- Ability to work under pressure and remain calm in difficult situations (A, I)
- Ability to prioritise work and meet challenging deadlines (S, A, I)
- Ability to plan own workload and be aware of colleagues' priorities (A, I)
- Open to change and learning new skills and knowledge (A, I)
- Ability to use discretion and have an understanding of the importance of confidentiality (I)
- Physically fit to undertake the duties of the post (medical questionnaire)

Safeguarding

- Motivation to work with children & young people / in an educational setting (S, A, I)
- Ability to maintain personal boundaries with children & young people (A,I)
- Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

DESIRABLE

Skills

- Driving licence and use of own car (A)

How this will be tested: A = application form / I = at interview / T = practical test / S = criteria used for shortlisting

Terms & Conditions

Salary

The salary for this post is Grade 5. This is equivalent to an actual starting salary of £9,900 per annum based on 17 hours per week, term time only. The full-time equivalent pay range is £25,583 - £26,403 per annum (pay award pending).

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The post is for 17 hours per week

This post is term time only. There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: <https://www.lgpsmember.org/toj/thinking-joining-key.php>

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Other

Thame Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure & Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and the requirements of the Immigration, Asylum and Nationality Act.