|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | **The English Martyrs School and Sixth Form College** |  | |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | **ART and TECHNOLOGY SUPPORT TECHNICIAN** |
|  |  |
| **Name:** |  |
|  |  |
| **Purpose:** | * to promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher. * to provide support to the Art department and Technology department. |
| **Reporting to:** | Head of Art and Head of Technology |
|  |  |
| **Responsible for:** | Art and Technology Department support |
|  |  |
| **Liaising with:** | Staff and Students |
|  |  |
| **Working Time:** | 37 hours per week |
|  |  |
| **Salary/Grade:** | Band 6, TTO plus 10 days |
|  |  |
| **MAIN (CORE) DUTIES:** | |
| **General:** | * to prepare equipment for use by teacher and/or class as required. * to help with preparation required for public practical examinations. * to clean all furniture and equipment. * to be responsible for safe storage of all materials and equipment. * to supply materials and equipment as required on a lesson-to-lesson basis and clearing away the same afterwards. * to maintain materials and equipment in a safe, clean and serviceable condition, effecting repairs where necessary. * to advise on requirements for re-ordering materials and equipment. * to attend relevant courses/training to improve and update skills and knowledge of use of equipment and practices in the department. * to maintain accurate and up-to-date records of all materials and equipment and their location. * to liaise with other support staff as and when necessary to ensure adequate levels of support are available to teaching staff. * to check, as prescribed, on the safe condition of equipment. * to assist teaching staff during practical lessons * to provide the duplication of written resources as required. |
|  |  |
| **Specific Duties:** | **Art**   * Packing kiln for biscuit fires and glaze fires * Cleaning of the 3D room and equipment * Designing and producing the annual staff directory, pamphlets and posters * Erection of displays across the school * Producing canvas images * Working and arranging the displaying of the Art Summer School exhibition, examination work and the final school exhibition. * Organisation of the Gallery, selling from the Art Shop * Classroom organisation and preparation of the classroom   **Technology**   * to play a supportive role to the teaching staff in terms of helping to ensure that materials, equipment and systems within the workshop and related areas are available and in good working order which involves all aspects such as the setting up, maintenance and simple repair. * To carry out routine stocktaking, maintain stock records and order materials or supplies under the direction of the Head of Department. * Keeping materials and equipment storerooms/cupboards in good order. * Refurbishing/developing specific area’s facilities. * Preparation of materials for, and assisting staff as necessary during, practical sessions in the workshop. * Assisting in the maintenance and development of computer related activities within the Department, eg setting up hardware and software equipment. |
| **Staffing:** | * to take part in the school’s staff development programme by participating in further training and professional development. * to continue personal development in the relevant areas. * to engage actively in the support staff review process. * to work as a member of a designated team and to contribute positively to effective working relations within the school. |
|  |  |
| **Quality Assurance:** | * to help to implement school quality procedures and to adhere to those. * to contribute to the process of monitoring and evaluation of the designated areas in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. |
|  |  |
| **Management information:** | * to maintain appropriate records. |
|  |  |
| **Communications:** | * to communicate effectively with the staff and students as appropriate. * where appropriate, to communicate and co-operate with persons or bodies outside the school. * to follow agreed policies for communications in the school. * to contribute to the development of effective links with external agencies. |
|  |  |
| **Management of Resources:** | * to contribute to the process of the ordering and allocation of equipment and materials. * to assist and identify resource needs and to contribute to the efficient/effective use of resources. * to co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students. |
|  |  |
| **Other Specific**  **Duties:** | * to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * to promote actively the school’s corporate policies. * to comply with the school’s Health and Safety policy, to undertake risk assessments as appropriate. * 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. * employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. |
|  |  |
|  | The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL CRITERIA**  Please indicate in brackets after each criteria how this will be verified,  ie (F), (I), (T), (R) | **DESIRABLE CRITERIA**  Please indicate in brackets after each criteria how this will be verified,  ie (F), (I), (T), (R) |
|  |  |  |
| **Educational/vocational/ occupational qualifications and/or training**  **Specific qualifications (or equivalents)** | Minimum of 5 A\* - C GCSE including English and Maths or equivalent experience (F) |  |
| **Work or other relevant experience** | Experience of stock taking, and assisting in placing orders (F,I, R)  Experience of working with the tools required by the department (F,I, R)  Experience and ability to set up, maintain and repair equipment (F,I,R) | Experience in the use of specialist equipment required by the department (F,I, R)  Experience of working in a school environment (F,I, R)  Experience of assisting teaching staff during practical lessons (F,I, R) |
|  | | |
|  | |  |  |
|  | |  |  |
| **Skills, abilities, knowledge and competencies** | | Ability to communicate effectively both orally and in writing (F,I, R)  Ability to work effectively with students and staff (F,I, R)  Ability to follow instructions (F,I, R)  Good planning and organisation skills (F,I, R)  ICT literate (F,I, R)  Team Skills (F,I, R) |  |
| **General competencies** | | Personal presence, enthusiasm and self-confidence (I,R)  Ability to find solutions (I, R)  Good attendance and punctuality (F,R)  Integrity and sense of fair play (I) |  |
| **Faith Commitment** | | Sympathetic to the ethos of a catholic school (F,I) | Practising Catholic (F,I,R) |