



## **Art Design Technology Technician – part time**

### **Job description**

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Blessed Edward Oldcorne Catholic College is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

<b>Hours of Work:</b>	<b>22 hours per week, Monday, Thursday, Friday, term time only, plus 2 September training days (8.30am to 4.30pm Monday &amp; Thursday, 8.30am to 4.00pm Friday)</b>
<b>Grade:</b>	<b>Scale 2, points 3-4</b>
<b>Actual salary:</b>	<b>£13,185 to £13,394</b>
<b>Start date:</b>	<b>September 2026</b>
<b>Line Manager:</b>	<b>Head of Art Design Technology</b>
<b>Main Purpose:</b>	<b>To work directly with students and support their practical work, support teaching staff by preparing materials and maintaining displays and play an active role in extracurricular activities</b>

- Maintain a good working environment in the Art Studios and liaise with site staff where necessary
- Keep sketchbooks and portfolios organised and stored correctly
- Be responsible for maintaining materials and resources across the department where Art & Design is taught in multiple classrooms
- Keep KS4 media and materials in good order, replacing and restocking when necessary
- Maintain KS3 resource sheets keeping them in good order and making them available when necessary for teachers across the department
- Liaise with the Reprographics department when necessary
- Organise previous coursework and examination work for storage and collection

- Prepare necessary coursework and examination work in preparation for GCSE moderation
- When directed, support specific students, to maintain the inclusive environment and access to the curriculum.
- Liaise with administrative staff when necessary
- Ensure ICT equipment is in good order and report faults to the ICT technicians
- Carry out a stock inventory when required
- Prepare sketchbooks ready for the new academic year
- Responsible for the general upkeep of all exhibited work within the department, rearranging or replacing displays when required
- Ensure an efficient working atmosphere with regard to Health and Safety regulations
- Work within the Performance Management process of the college to evaluate performance and take advantage of training and development available
- Follow Health and Safety and Safeguarding procedures as per the college handbook and training
- Undertake any other duties requested by the Line Manager appropriate with the post

## NOTES

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.

The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

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Signed .....

Date .....