

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Technician - Arts	<u>Grade:</u> D (points 6 – 8)
<u>Job Family:</u> Educational Support	
<p><u>Overall Purpose of Job:</u></p> <p>As the Technician for the Arts departments (Art, Music & Drama), you will work closely with the Heads of Department to support teaching and learning by ensuring equipment and resources are prepared and in good working order to facilitate effective lessons on a daily basis.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will liaise regularly with the Heads of Department 2. You will prepare materials in advance of lessons and assist with practical demonstrations and activities as required 3. You will ensure any equipment is cleaned and dried in time for the next day it is needed 4. You will prepare, assist with and clear away following any demonstrations or practical sessions 5. You will prepare and clear away stock and equipment used during lessons 6. You will sort and file worksheets, including filing end of module RoA sheets 7. You will support teachers in the production of departmental materials, photocopying when required. 8. You will clean and check equipment storage areas 9. You will clean communal art and performance equipment 10. You will restock all consumables, e.g., paper, paints, etc 11. You will assist with the collection of work at the end of the day 12. You will assist with stock taking 13. You will re-stock equipment, carry out stock rotation and control procedures 14. You will assist with the departmental orders 15. You will retrieve contact numbers/addresses from the computer and address envelopes, where required 16. You will carry out basic maintenance and set up of related tools and equipment 17. You will report faulty equipment to the Site Team and liaise with contractors where appropriate 18. You will maintain up to date and interesting classroom displays 19. You will assist with practical demonstrations and activities to support teaching and learning in the classroom 20. You will carry out Fire Marshall duties in the case of Fire and/or Emergency Evacuation <p><u>General</u></p> <ol style="list-style-type: none"> 21. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay. 22. You will participate in training and other learning activities and performance development as required. 23. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. 24. You will ensure strict confidentiality in all areas of work. 25. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). 26. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records). 	

27. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
28. You will always comply with the Trust's policies and procedures.
29. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE Grade C/4 or above, or equivalent, in both English and Maths (C)
- Previous experience within an Art/Music/Drama related role (A/I/R)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post (A/I)
- Interest and ability to motivate young people in art/music/drama (A/I)
- Excellent communication and listening skills (A/I/R)
- Ability to respect and maintain confidentiality (A/I/R)
- Working knowledge of standard ICT packages (word processing, email and spreadsheets) (A/I/R)
- Ability to prioritise and manage own workload to meet appropriate deadlines (A/I/R)
- Efficient and effective organisational skills (A/I/R)
- Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues (A/I/R)
- Ability to work constructively as part of a team (A/I/R)

Desirable

- Previous experience of working with young people preferably in a school setting (A/I)
- Understanding of Academy child safeguarding procedures (A/I/R)
- Emergency First Aid or First Aid at Work qualification (C)
- Fire Marshall training (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Organised
- Team Player
- Flexible
- Attention to detail
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS

Managers - in regular contact with Principal, senior leaders and teachers in the academy.

Support Staff – in regular contact with support staff involved with administration, finance, cleaning, site staff and health and safety.

External – in contact with contractors and suppliers as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.