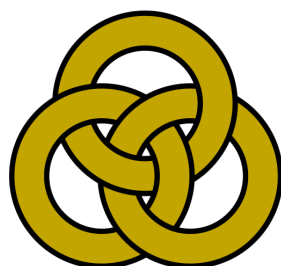




APPLICANT PACK

Art Technician

Trinity Catholic College, Middlesbrough



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Art Technician. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to vickers.t@trinity.npcat.org.uk by the **closing date, Monday 1st December 2025, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Rebecca Glover, Curriculum Leader of Art at glover.r@trinity.npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Salary:	£25,989 - £26,403 pro rata (actual salary £12,744 - £12,947)
Hours:	21 per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	Trinity Catholic College, Lacy Road, Middlesbrough, TS4 3JW

The Trust and Governors are seeking to appoint a suitably qualified and enthusiastic, highly motivated individual to join the staff of Trinity Catholic College. We are a caring Trust dedicated to academic excellence and the spiritual and moral development of all our pupils.

The successful candidate will be a well-organised person with good communication skills who has experience of working in the role. The main duties of the post holder will be liaison with the Subject Leader and classroom practitioners to ensure that equipment is available and maintained to a high standard in support of teaching and learning, and the correct equipment is provided within the teaching areas for practical lessons and assessments.

The successful candidate will be responsible for the maintenance cycle of the departmental equipment, stock management and maintaining an up to date asset register. Applicants must actively support the Catholic ethos of the School.

The successful candidate will have:

- Excellent interpersonal and time-keeping skills
- A passion for providing the best possible education for all students
- A strong commitment to the Catholic ethos of the School and the promotion of Christian values
- A commitment to continual improvement
- An eagerness to be involved with extracurricular activities in order to enhance the lives of the whole School community

We can offer:

- A strong, supportive ethos
- Happy, enthusiastic and friendly pupils
- Highly experienced and talented colleagues
- Excellent professional development and progression opportunities across our 38 schools
- Supportive trust board, governors and parents

Closing date: Monday 1st December 2025, 9am
Interview date: To Be Confirmed

For further information or to arrange a visit, please contact Rebecca Glover, Curriculum Leader of Art at glover.r@trinity.npcat.org.uk

Working days/times will be discussed at interview.

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Art Technician

Grade: E SCP 6-7

Reporting to: Curriculum Leader of Art

Responsible for: Facilitating the effective delivery of lessons for Art

Purpose:

- To contribute to the distinctive nature of our Catholic Academy and help promote the Catholic ethos
- To ensure the dignity of all members of the community is preserved
- To provide high quality technical and administrative support for the Curriculum Leader and other teaching staff in Art

Main/Duties responsibilities:

General

- To provide technical and administrative support to the Curriculum Leader for Art, and other teaching staff as required.
- To prepare a range of materials and set up equipment, including special operations, for lessons, practical work, demonstrations and controlled assessments, as directed by teaching staff
- To set out and clear away materials and equipment, prepare visual aids as required by teaching staff, and assist in the production of resource materials (including reprographics)
- To provide practical support and guidance for staff in the use of materials, techniques, practices and processes and recommend solutions to technical problems encountered
- To provide technical support during lessons as requested by the teacher as co-ordinated by the Curriculum Leader
- To prepare, organise and store materials for lessons as required by the teaching staff
- To assist in the smooth running of the Art department
- To assist in the organisation and preparation of displays for Open Evenings and other events as directed by the Curriculum Leader

Environment

- To carry out a weekly check and maintenance of standard machinery.
- To carry out the routine cleaning of equipment as and when required
- To work with staff to ensure a clean, safe and tidy working environment within the Art department
- To ensure the security of equipment at the end of class activities, breaks, etc.
- To carry out risk assessments of Art equipment and practical activities and ensure that all Health and Safety and COCSS Regulations are met, and that they are shared with all relevant staff.
- To maintain a clean and tidy dedicated preparation room
- To ensure that the Art store room is tidy and that equipment and materials are in their right place
- To be responsible for the safe storage of materials, equipment and the disposal of waste according to relevant regulations and procedures
- To coordinate with staff for the setting up of extra-curricular activities as necessary

Support for Students

- Working under the instruction/guidance of the teacher;
- To demonstrate and provide hands-on practical student instruction in correct usage and application of Art equipment.

Management of Resources

- To source and purchase resources as agreed with the Subject Leader from available budgets, including the placing of orders and achieving the best prices with suppliers
- To research into materials for controlled assessments and other practical activities as agreed with the Curriculum Leader
- To perform day to day maintenance, ensuring the safe usage, inspection, operation, cleaning and minor repairs of practical equipment
- To keep up to date records associated with safety checks and maintenance for equipment owned by the Academy
- To arrange for specialist maintenance and testing of departmental equipment with the agreement of the Subject Leader, liaising with the Facilities Management Provider as and when required
- To monitor and record levels of stock, including the upkeep of a current chemical database, and inform the Curriculum Leader when further supplies of materials and / or equipment are required.

- To maintain an up to date record of assets for the Art department and provide stock and asset information to the Trust Business Manager as required for audit purposes
- To check goods delivered against orders and store appropriately
- To utilise academy and department resources in a cost effective manner in support of student learning

Quality Assurance

- To help implement Academy quality procedures and to adhere to those
- To attend and/or provide information regarding technical support for regular departmental meetings in order to liaise with staff regarding maintenance, use and availability of equipment
- To seek / implement modification and improvement of systems and equipment when and where required

Communications

- To work with staff to help develop and demonstrate new practical activities.
- To recognise own strengths and areas of expertise and use these to advise and support others
- To develop constructive relationships with staff, other agencies and professionals
- To communicate effectively with the parents of students as appropriate
- To contribute positively to the development of an effective team ethos
- To communicate and cooperate with outside agencies

Marketing and Liaison

- To contribute to the Academy's liaison and marketing activities, e.g. the collection of materials for press releases/website etc.
- To make a positive contribution to the marketing of the Academy and its facilities

Pastoral System

- To comply with and assist with the procedures relating to safeguarding, confidentiality and data protection
- To support and participate fully in the Academy's house system, and contribute to whole school activities, e.g. House challenges, competitions, etc.

Professional Development

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new technologies to the department or whole academy.
- To follow a mutually agreed programme of continuing professional development both scientifically and pedagogically
- To take an active part in appraising own work against agreed priorities and targets in accordance with the Academy's performance management and supervision arrangements

Other

- To carry out such duties as may be reasonably directed by the Subject Leader for Technology, Headteacher/Deputy/Assistant Head
- To actively promote the Every Child Matters agenda

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

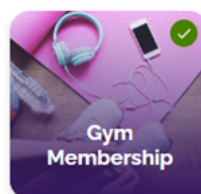
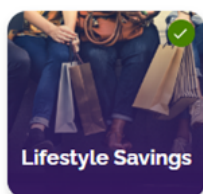
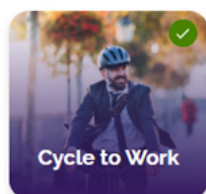
PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications and Education	E1	Educated to GCSE standard at Grade A* - C for a minimum of 5 GCSEs including Maths and English	D1	COSHH/CLEAPSS/H&S Certificates
			D2	Current First Aid Qualification or willingness to undertake training
			D3	DATA Health and safety training for workshop machines and tools
Experience and Knowledge	E2	Good understanding of health and safety procedures	D4	Experience of working in a school environment
	E3	Understanding and knowledge of areas of learning, eg, Art	D5	Proven experience in a similar role
Professional Development	E4	Desire to enhance and develop skills and knowledge through CPD		
Skills	E5	Experience of working successfully and co-operatively as a member of a team	D6	Work using own initiative
	E6	Excellent ICT skills for learning and administrative requirements		
	E7	Ability to maintain electronic and paper-based records of information		
	E8	Ability to work under pressure and to strict deadlines		
	E9	Good attention to detail		
	E10	High standard of interpersonal and oral/written communication skills		
Personal Attributes	E11	Excellent time management and organisational skills	D7	Ability to self-evaluate CPD needs and to seek out new learning opportunities

	E12	Recognition of the importance of personal responsibility for health and safety		
	E13	Ability to present as a role model to students in speech, dress, behaviour and attitude		
	E14	Ability to work flexibly and respond to developing needs		
	E15	Reliability and integrity		

Why work for us



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: vickers.t@trinity.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Rebecca Glover, Curriculum Leader or Art at glover.r@trinity.npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.