

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Art Technician	Location	Wrenn School, Wellingborough
Salary	Grade 01, Scale Point 3 - £25,989 FTE (£12,797.21 pro rata)	Hours	16 to 20 hours, term-time only (38 weeks)
Department	Art & Design	Reports To	Art Teacher

JOB PURPOSE:

To support teaching and learning by ensuring that equipment, materials, and learning environments are prepared, maintained, and safely managed. The role combines technical expertise, organisation, health and safety compliance, and hands-on classroom/practical support to enhance student learning experiences.

KEY RESPONSIBILITIES AND DUTIES:

Key Responsibilities

- Prepare a range of materials for teaching purposes, including paints, pencils, inks, pastels, printing rollers and others artistic materials.
- Prepare, set up and check machinery, equipment and art materials for teaching purposes.
- Issue equipment and materials to teaching staff and students whilst maintaining appropriate records.
- Provide technical advice and assistance to teaching staff and students.
- When required, assist the department in preparing the classroom environment, supporting teaching staff and students, and creating/making teaching aids.
- Creation and maintenance of classroom displays and set up the gallery for exhibitions

Maintenance of Equipment & Stock

- Arrange for external maintenance and repair if necessary.
- Keep appropriate records of service and maintenance undertaken.
- Maintain appropriate stock levels with the department, carry out stock checks and reorder materials when required.
- Assist with purchase order process.
- Assist the department in maintaining stock levels and equipment, and arranging the servicing of equipment with external providers.
- Liaise with reprographics and external providers in the maintenance of printers and printing requirements.

Administrative Support

- Liaise with the finance office regarding the purchase of equipment for both students and the department. Keep a log of transactions when required.
- Sort and input data using a range of software packages including Microsoft Office.
- Answer department telephone and relay messages.

Health & Safety

- Be safety conscious at all times.

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- Only use agreed cleaning aids and materials.
- Always use protective clothing provided.
- Be cautious when using electrical machinery e.g. 'trailing leads'.
- Report all faults to supervisor/manager as soon as they are discovered.
- Always use warning signs e.g. 'wet/slippery floors' etc.

Other Duties

- Assist in preparing the learning environment.
- Promote positive student behaviour in and around the school, ensuring a constructive working environment takes place.
- Attend relevant CPD training as directed by the Head of Faculty.
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Ethos & Community

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.

Support

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trustwide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

JOB REQUIREMENTS		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good general knowledge of English and Mathematics to GCSE level or equivalent (A*-C) 	<ul style="list-style-type: none"> • Any relevant qualifications and training in relation to Technology, Art and Design.
EXPERIENCE	<ul style="list-style-type: none"> • Previous technician experience. • Working within a clear vision and set of values. 	<ul style="list-style-type: none"> • Working in a school environment. • Working with young people. • Previous technology technician experience.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of the characteristics of the technician role and health and safety aspects. 	<ul style="list-style-type: none"> • Experience on using technology machinery and materials.

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	<ul style="list-style-type: none"> • Awareness of relevant legislation relating to child protection. • A good understanding of Art techniques. 	
<p>SKILLS AND PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Excellent communicator. • A 'Can Do' attitude and hardworking. • Excellent timekeeping. • Excellent interpersonal skills with pupils, colleagues, parents and outside agencies. • Ability to give and receive effective feedback and act to improve own performance and that of others. • Ability to explain ideas clearly and succinctly. • Ability to ask for support and advice where necessary & to work to tight deadlines under pressure. • Self-motivating with a positive outlook and attention to detail. • Ability to build and work as part of an effective team. • Ability to see tasks through to a successful conclusion. • Ability to reflect on own performance and adapt working practice if and when required. • Proven ability to establish productive professional relationships with children, colleagues, and parents. • Must be adaptable, flexible and change agile. • A clear understanding and commitment to the school, Creative Education Trust and its vision. • An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels. • High level interpersonal and communication skills. 	<ul style="list-style-type: none"> • Use of MS Office software; Excel, Word, Outlook.

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	<ul style="list-style-type: none"> • Commitment to inclusive education providing opportunity for achievement for all. • Integrity, openness, energy and enthusiasm. 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.