Senior Technician (Creative Arts)

Grade 6

# Job purpose

Under the guidance of the Team Leader, to co-ordinate the use of the practical resources and facilities, support and prepare logistics of enrichment activities, provide assistance and advice in meeting the practical needs of the Creative Arts curriculum, including liaising with teaching staff and support staff outside the department.

* Workshop/classroom/studio servicing
* Maintenance and repair
* Health and Safety
* Advisory
* Administration

# Key areas of responsibility and expectations

* Carry out your duties under the guidance and direction of your Team Leader and in line with the school’s policies, procedures, relevant legislation, and requirements
* Work professionally and be a positive role model, upholding and exemplifying the school values.
* Develop positive professional relationships with colleagues including recognising and respecting the role and contribution of colleagues, parents and stakeholders.
* Promote pupils’ respect for the school’s learning environments, facilities and equipment and adherence to the school’s uniform policy.
* Be a role model for pupils including respect, courtesy, good manners and how such behaviours contribute to positive school life, relationships, adult life and work.
* Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Headteacher.
* Actively support the school’s commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school’s policies and practices. Refer to the school’s website for further information.
* As part of the duty team, undertake first aid as required, supervise pupils both indoors and outdoors during lunchtime, maintaining health and safety practices.

**Workshop/Classroom/Studio Servicing**

* Assist in the maintenance of materials, stock and apparatus required for demonstration and for practical work in all workshops/classrooms/studios.
* Set up demonstration practical exercises as requested, ensuring they work effectively and are cleared away.
* Assist in the general maintenance of the workshop/classroom/studio areas ensuring that all surfaces and equipment are clean and safe to use.
* Deliver equipment and resources to workshops/classrooms/studios, as requested.
* Test practical work before use in a workshop/classroom/studio setting.
* Set up ICT and multi-media equipment.

**Maintenance and Repair**

* Maintain and repair tools and equipment to required standards, including obtaining estimates for more complex repair work.
* In consultation with the Team Leader, test new equipment and devise new practical work.
* Construct and/or modify of workshop/classroom/studio resources for use and display.

**Health and Safety**

* Assist in the safe storage and/or disposal of storage equipment, materials, chemicals and non-hazardous waste materials in line with recognised procedures and contribute to the production of appropriate risk assessments (to include appropriate labelling on chemicals/ materials used in the workshop/classroom/studio.)
* Ensure all relevant health and safety documentation is up to date for the department e.g. COSHH, risk assessments, policies etc.
* In liaison with Team Leader, inspect, maintain and ensure correct use of safety equipment.
* Keep up to date with health and safety requirements and with developments in creative arts. (Where appropriate attend relevant courses and read publications.)
* Provide health and safety information to technical staff, teachers and pupils.

**Advisory**

* Operate a loan system for equipment internally and with other schools, advising on suitability of materials, tools and equipment and practical work.
* Maintain awareness of current developments through appropriate training.
* Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.

**Administration**

* Provide an efficient system for ordering, stocking, storing and distributing items used in the Creative Arts Department, including any associated record keeping.
* Operate all relevant information and recording systems including cataloguing, filing, inventories and legal records that relate to health and safety and equipment/appliance testing.
* Obtain materials by local purchase.
* Receive and check deliveries and associated invoices.
* Use the school’s data systems including Class Charts and SIMS to keep up to date, timely and accurate records.
* Produce displays to promote the school’s ethos, learning and high expectations.
* Assist with the organisation and supervision of year group or group trips, school proms, community week and presentation evenings, etc.

# Employee Specification

**To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.**

|  Knowledge, qualifications, skills and experience | Shortlisting criteria |
| --- | --- |
| Experience of working with children/young people in a school environment. | Desirable |
| Experience of preparation of material required for demonstrations/practical work and of assisting with demonstrations. | Essential |
| Experience of providing assistance with general maintenance. | Essential |
| Design and Technology or Performing Arts qualification at GCSE level or equivalent, or ability to work at least to this standard. | Desirable |
| Minimum GCSE, Grade 4 in Maths and English or able to demonstrate equivalent level.  | Essential |
| General knowledge of creative arts (art and design, food, music and performing arts) equipment and resources. | Desirable |
| Knowledge of Health and Safety working practices. | Essential |
| Basic knowledge of IT software and packages | Essential |
| Practical skills and ability to carry out basic repairs/ maintenance | Essential |
| Commitment to ongoing training and development | Essential |
| Understanding of COSHH regulations and how this applies to the job. | Essential |
| Accepts an enhanced DBS and barred list check is required. **Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.** | Essential |
| Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance. | Essential |

**The following criteria’s which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.**

|  |  |
| --- | --- |
| 1. | Ability to effectively use resources to support learning. |
| 2. | Ability to use IT and other school resources to accurately complete and record information. |
| 3. | Ability to safely carry out basic repairs maintenance tasks |
| 4. | Ability to work independently and prioritise work. |
| 5. | Ability to provide efficient system for stocking, storing and distributing items. |
| 6. | Ability to provide relevant advice and support to Teachers and other staff. |
| 7. | Ability to communicate and engage effectively with staff and pupils. |
| 8. | Ability to contribute to the effective working of a team. |

# General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

## For Office Use Only:

| Job Category | SCHOOLS (Westborough High) | Job ID | 41400 |
| --- | --- | --- | --- |
|  |  | Last Updated | June 2024 |

## Contractual Variants

| DBS Category | Children’s Workforce | DBS Type | Enhanced + Child Barred List |
| --- | --- | --- | --- |
| Health Check | Yes | Other | No |
| Standby | No | Checked by HR | Yes |