

## Part-time Design and Technology Technician (Art, Photography & Textiles)

**Full time equivalent: £23,114 - £24,702 pa**

**Part-time actual salary: £5,876 - £6,280 pa**

**Start date:** September /October 2024

**Salary:** Dependent on experience and qualification

Part time, Term Time only 38 weeks per year

An opportunity has arisen within our Art, Photography and Textile departments. This is varied and creative role that would be ideally suited to a candidate who is passionate about art and design.

The role will involve supporting the departments with:

- Provision of learning materials prior to lessons commencing.
- Supporting students during lessons
- Offering technical assistance in relation to equipment such as: sewing machines, tools etc.
- Maintaining stock within the department
- General administration for the department

The successful candidate will have:

- Good working knowledge of sewing machines, either through a profession or hobby
- Have a passion for art and design

### **Hours**

11 hours and 15 minutes per week at the following times:  
9.10am – 3.10pm, flexible on the days between Monday and Friday.

### **Salary Scale**

Full time equivalent; £23,114 - £24,702 per annum

Actual per annum salary: £5,876 - £6,280

Grade E, point 4-8

Depending on experience

### **Holidays**

The post is term time only, (4 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

### **Safeguarding**

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

### **How to Apply**

- Please complete the Application Form for Professional Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

**Please note that applications without the above being completed/included will not be accepted.**

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role.

Should you require further information please do not hesitate in contacting us on: 01285 651511, ext 226/203 or via the following email. If you wish to apply, please email completed application forms and relevant documentation to:

[jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

### **Closing date for receipt of applications:**

9.00am – Monday 16<sup>th</sup> September (we reserve the right to close applications early as this position is urgent, for this reason we urge interested applicants to apply immediately).

**Interview Date: September, date TBC**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Design and Technology Technician (Art & Textiles)
<b>HOURS:</b>	11 hours and 15 minutes per week at the following times: 9.10am –3.10pm, flexible on the days between Monday and Friday
<b>GRADE:</b>	E
<b>RESPONSIBLE TO:</b>	Head of Art and lead Textiles teacher and through the Head of Art and lead Textiles teacher to the Head and Trustees.
<b>ASSOCIATED LINKS:</b>	Head of Departments, suppliers, teaching staff
<b>JOB PURPOSE:</b>	To provide support to the Expressive Arts Faculty and Design and Technology Faculty, specifically to staff within the Art and Textiles departments.

## KEY TASKS:

1. General upkeep of the Art, Photography and Textiles rooms e.g. clean, tidy and maintain work areas after student use, return equipment and resources to their correct location after use.
2. Prepare/manufacture, maintain and order day-to-day Art, Photography and Textiles equipment, materials and resources for lessons, as well as for special day school activities.
3. Assist with and put up/dismantle displays of Art, Photography and Textiles work around the school.
4. Photocopying.

## TECHNICAL TASKS

### PREPARATION OF THE FOLLOWING IN READINESS FOR LESSONS:

- Textiles, Art and Photography materials/resources/equipment e.g. for specific lessons and/or for students' individual projects.

### SUPPORT DURING LESSONS FOR TEACHER/PUPILS BY:

- Provision of restricted resources from stores to satisfy students' needs, e.g. textiles, tools.
- Supporting students with their practical tasks and using equipment during lessons.

### ROUTINE MAINTENANCE IN ACCORDANCE WITH MANUFACTURERS USERS INSTRUCTIONS, BUT NOT ANNUAL MAINTENANCE AND/OR REPAIR OF:

- Equipment e.g. sewing machines and irons etc.
- Kits and resources.

### ROUTINE TASKS ON A DAILY/WEEKLY BASIS SUCH AS:

- Ensure work areas are properly stocked with consumable materials e.g. paint, dyes, inks, fabric/cotton and stationery.
- Ensure that the art and textiles classroom and storage areas are kept tidy.
- Helping with displays and mounting students work.
- Photocopying of resources/work etc.

#### ADMINISTRATION TASKS IN ASSOCIATION WITH THE HEAD OF DEPARTMENT/LEAD TEACHER:

- Assisting the Head of Art and lead Textiles teacher source suitable resources, ensuring value for money.
- Ordering and stock control e.g. monitoring use of consumable materials and identifying what will be required (paint, dyes, inks, fabric/cotton and stationery etc).
- Keeping records of orders of resources as they arrive into school and chasing up outstanding orders with suppliers.

#### HEALTH & SAFETY:

- Ensure health and safety guidelines are adhered to when using, maintaining and checking specialist apparatus and equipment.
- Complete any health and safety training as required by the school.
- Carry out regular health and safety checks on all equipment and apparatus and report findings to the Head of Department
- Read and adhere to the school's Health and Safety Policy.
- Contribute to departmental risk assessments and safe working practices.
- Advise staff and pupils on the safe use of departmental equipment and apparatus.
- Ensure the departments have a good quality stock of PPE required for carrying out certain practical activities, e.g. safety goggles.
- Ensure equipment and apparatus and areas within the art, textile and photography department are safe prior to practical lessons.

#### COMMUNICATION:

- Establish good relationships and communicate with relevant agencies, professionals and teachers to support students' achievement and progress.
- Liaise with relevant teaching and support staff to ensure arrangements are in place for all students to engage in the curriculum.
- Attend team meetings and briefings within the department and the wider school as required.
- Share expertise and skills with others and guide students and staff members to use the departmental facilities correctly and safely.

#### OTHER TASKS, IF REQUIRED, TO ASSIST HEAD OF DEPARTMENT/LEAD TEACHER:

- Operating and maintaining relevant ICT packages including Microsoft Office: Word, Excel and Outlook
- Painting of stage sets and creating/making costumes for annual school productions.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

#### **Other Conditions**

##### **Holiday entitlement**

The post is part time term time only, plus annual leave and statutory holiday, which totals 43.60 weeks per year. You are not required to work In Service Training days.

The holiday entitlement is 25.5 days paid which will rise to 30.5 after 5 years continuous service. Holidays must be taken during the school holidays.

**Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

**Resignation**

A resignation period of 1 month is required

**Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

Post Holder Sign: ..... Date: .....

Please print your name: .....

Line Manager Sign: ..... Date: .....

Please print your name: .....

May 2024

# Person Specification

## Design and Technology Technician (Art & Textiles)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>A good standard of education, G.C.S.E's or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>An art, design, photography or textiles related qualification.</li> </ul>
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> <li>An appreciation of art, design, textiles or photography.</li> <li>Ascetic awareness.</li> <li>Understanding and knowledge of sewing machine operation and routine maintenance, this could be through a hobby or profession.</li> <li>Appreciation for health and safety relating to the operation of sewing machines.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school setting or with young people.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>A flexible and can-do attitude.</li> <li>Approachable.</li> <li>Independent worker/self-starter, able to tackle tasks without direction.</li> <li>Patient</li> <li>Good communication and able to build relationships easily.</li> <li>Able to work to deadlines.</li> <li>Reliable and punctual</li> </ul>	

# Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund