

Bishop Justus CE School

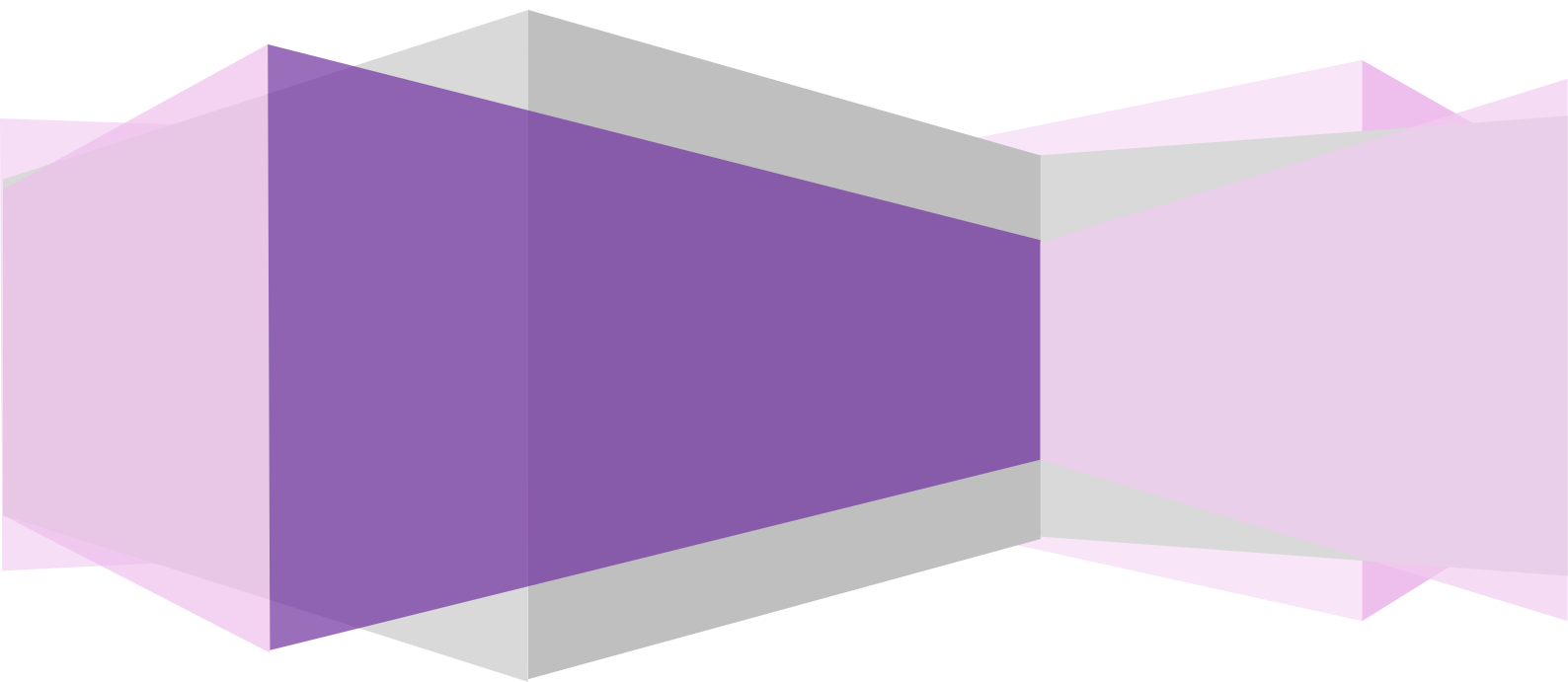
www.bishopjustus.bromley.sch.uk



Application Pack

DT and Art Technician

Required: 27th August 2024 – or sooner





DT and Art Technician

Bishop Justus Church of England School is seeking to appoint a DT and Art Technician to assist with the day to day duties of the Creative Arts Faculty.

Our ideal candidate will have:

- A flexible attitude;
- Good communication skills;
- Has a keen interest in Art, Photography and Design Technology.
- Good time management skills and the ability to prioritise tasks;
- Be a good team player;
- Possess a friendly and helpful demeanour;
- Has good attention to detail; and
- A good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **12th May 2024 - midnight**

We reserve the right to withdraw the vacancy before the closing date, should we find a suitable candidate.

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- Interviews: **Week Commencing 13th May 2024**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **27th August 2024 or sooner**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: DT & Art Technician
Grade: A4 (Full Time Equivalent Salary £24,323.00 p.a to £26,144.00 p.a)
Actual range: £21,272.13 p.a to £22,864.72 p.a
Hours: 36 hours per week, Monday to Friday
Weeks: 39 weeks per year
Accountable to: Faculty Leader for Creative Arts

THE ROLE

Job Purpose

To support staff teaching Art, Photography and DT by preparing equipment and materials and assisting in practical lessons. Technicians play a crucial role in supporting and directly improving students' learning experiences.

Duties and Responsibilities

This does not constitute an exhaustive list, but gives an indication of the range and types of duties expected of the post holder.

- To support students within Art, Photography and DT; to enthuse and motivate students to ensure their success at learning.
- Supporting teaching staff in practical lessons by taking part in demonstrations and giving technical assistance to students.
- Helping students to get the most out of learning experiences.
- To provide technical support to staff during lesson time as required.
- Delivering, setting up, checking, and preparing equipment and teaching areas for classes in Art, Photography and DT
- To prepare/lay out equipment, tools and materials for class use.
- Maintaining equipment and teaching areas: to clear up, clean, store and maintain equipment, tools and materials after use. To ensure the cleanliness and safety of workshops, classrooms, store room etc.
- To check and repair tools, equipment and machines in accordance with Health & Safety requirements.
- To monitor and maintain consumable items and components, including stock control and stock checking
- Under the direction of the Subject Leader, to order equipment and resources and to collect deliveries for the department from the school office. To check their delivery and storage.
- Organising, storing and stocktaking equipment.
- To assist staff in the production and updating of displays within the department.
- Ensuring a safe environment: to comply with the Health & Safety requirements of the school's policy with particular reference to the policy and practice of the department's health & safety procedures.
- To be aware of and comply with school policies and procedures.
- Carrying out administrative and other functions related to the smooth running of the faculty.
- To become proficient in the use of the range of Adobe Creative Software and provide technical support during lesson time.



As an Art, Photography and Design Technology Technician, you will need,

- An interest and ability in Art, Photography, Design and Technology;
- Practical skills;
- To be able to use technical equipment;
- Flexibility and adaptability as you are likely to be working for a number of people who may be working on different projects and to different deadlines;
- Good communication skills; and
- The ability to work in a team and well as independently.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

DT AND ART TECHNICIAN

Key Skills & Abilities	<ul style="list-style-type: none">• Excellent communication skills, both verbal and written.• Effective time management.• Ability to prioritise tasks and workload.• Ability to work under pressure and exercise judgement.• Flexibility and adaptable with a 'can do' attitude.• Be a good team player. The ability to work as a team, as well as independently.• Ability to maintain a range of tools and equipment• Ability to prepare equipment and materials for lessons• Organisation of equipment and storing of stock.• Able to use technical equipment	Application/Interview /References
Knowledge/ Experience/ Qualifications	<ul style="list-style-type: none">• English and Maths to GCSE/Standard Grade A-C or above.• Knowledge of Art, DT and Photography.• Be confident in the use of Microsoft office.• Experience with the use of power tools and machinery. (Desirable)• Qualification/Experience in Health and Safety. (Desirable)	Application/Interview /Certificates
Experience	<ul style="list-style-type: none">• Have experience of working in an Art and Photography and/or DT role/environment. (Essential)• Previous experience of working in a school environment. (Desirable)	Application/Interview /References
Personal Attributes	<ul style="list-style-type: none">• Possess a friendly and helpful demeanour.• An interest in Art and Photography.• Ability to concentrate even with frequent interruptions and unpredictable working pattern.• Be willing to undertake further training• Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion .	Application/Interview



Benefits of Working with Aquinas

LEASE AN ELECTRIC VEHICLE...

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus
electric vehicles

TREATING YOU AS A PROFESSIONAL...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family;
- Discounts on cinema tickets including all top chains;
- Discounted days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Free health and wellbeing portal for courses, classes & content;
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

health assured