

# THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



## CREATIVE ARTS TECHNICIAN JOB DESCRIPTION

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<b>HOURS OF WORK:</b>	25 hours per week (flexible hours between 8.15am-3.20pm according to department timetable)
<b>NUMBER OF WEEKS PER YEAR:</b>	Term time only
<b>SALARY RANGE:</b>	LBR 3 Points 5 to 6
<b>RESPONSIBLE TO:</b>	Head of Creative Arts

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### Duties:

- Preparation and arrangement of materials and equipment for lessons in Creative Arts, including practical lessons
- Ensuring a safe and clean working environment throughout the Creative Arts department
- Continued analysis of renewable and non-renewable equipment and materials
- Manage health and safety checks and updating records
- Routine maintenance and cleaning of rooms and storage areas
- Disposal of waste materials
- Liaise with caretakers on maintenance
- Photocopy and upkeep of filing cabinets
- Monitor materials and equipment, replenish and restock as required
- Supervision of and support of end of year exhibitions and year-round whole school displays of students' work
- Assist and prepare Open Evening events
- Arrange annual safety inspections of equipment
- Provide technical support for staff and students
- Clear classroom/work areas after lessons
- Assist teaching staff with demonstrations and practical lessons
- Assist students during practical lessons
- Carry out safety checks and arrangements for maintenance and repair services to equipment
- Manage and support the photocopying, collation and lamination as request by the Subject Leader
- Carry out an annual audit of all substances to ensure that they comply with COSHH regulations in the Creative Arts room and prep area
- Provide technical support for Creative Arts staff and students at all times

### General

- Ordering and resale of equipment and resources for students
- Liaise with parents/carers of students for collection of completed work
- Any other reasonable duties as directed by Head of Creative Arts and SLT

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within The Palmer Catholic Academy. All employees are expected to understand and promote equality and diversity in the course of their work.

### SAFEGUARDING CHILDREN

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

## CREATIVE ARTS TECHNICIAN PERSON SPECIFICATION

<b>Job Title:</b> Creative Arts Technician	<b>Pay Scale:</b> LBR3 <b>Points:</b> 5 to 6
<p><b>IMPORTANT INFORMATION FOR APPLICANTS:</b></p> <p>The criteria listed in this Person Specification are all essential to the job. Where the method of assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples where possible.</p>	
<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>EQUALITY AND DIVERSITY:</b></p> <p>We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.</p>	
	Application/ Interview
<b>KNOWLEDGE/QUALIFICATIONS</b>	
GCSE grade C or above equivalent – English and Maths	A / I
Knowledge of artistic materials and their characteristics	A / I
Knowledge of ICT and use Google platforms i.e. calendar, email, sheets	A / I
First Aid at Work – or willingness to undertake First Aid at Work training	A
<b>EXPERIENCE</b>	
Experience of working independently on own initiative and as part of a team.	A / I
Experience working within a school setting	A / I
<b>SKILLS</b>	
Able to communicate clearly and effectively.	A / I
Strong organisational skills and ability to plan ahead	A / I
Good communication skills both oral and written	A / I
Ability to build positive relationships with all stakeholders	A / I
Ability to work constructively as part of a team	A / I
A positive interest in working with students, especially teenagers	A / I
Ability to work independently and as part of a team	A / I
Commitment to safeguard and promote the welfare of children and young people	A / I
<b>PERSONAL ATTRIBUTES</b>	
An interest in arts and crafts through own practice or the appreciation of others	A / I
Energetic	A / I
Enthusiasm	A / I
Team Player	A / I
Self-Motivated	A / I
Be understanding and supportive of the moral and spiritual ethos of a Catholic academy	A / I