

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Eckington School is an 11-18 comprehensive secondary school in North-East Derbyshire with more than 1200 students on roll, including 150 in the school's Sixth Form. In April 2023, Eckington School joined Chorus Education Trust, also welcoming a new Headteacher.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: <https://www.eckington.chorustrust.org>

## Art Technician

**Salary: Grade 3 SCP 5-6 (£23,500-£23,893)**

**Permanent – 15 hours per week (ideally Wednesday to Friday) 39 weeks per year**

**Required to start as soon as possible**

### About this vacancy

Eckington School is seeking to recruit an Art Technician to provide specialist support in the Art Department, including unsupervised preparation and maintenance of faculty resources and equipment and providing support to staff and students.

**Chorus Education Trust is proud to support flexible working arrangements.**

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Sharon Foster (HR Administrator) at: [sfoster@chorustrust.org](mailto:sfoster@chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 3<sup>rd</sup> March 2024**

Interviews to be held: **week beginning 11<sup>th</sup> March 2024**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

*The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.*

*At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).*

## Job Description: summary

<b>Post title:</b>	<b>Art Technician</b>
<b>Profile:</b>	
<b>Grade:</b>	3
<b>Grade spinal point range:</b>	5-6
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line Manager of post holder (if different):</b>	Head of Art
<b>Staff to be supervised or line managed by post holder:</b>	N/a
<b>Post holder will work with:</b>	Teaching Staff & Other Support Staff
<b>Holiday and sickness relief by/for:</b>	By and for other AD&T Technicians
<b>Purpose of job:</b>	To provide specialist support in the Art Department, including unsupervised preparation and maintenance of faculty resources and equipment and providing support to staff and students.
	This post may work across the Trust schools.
<b>Version revised:</b>	September 2020

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

Key Responsibility Areas:

- Under the guidance of the relevant Head of Department have day to day responsibility for the materials, resources and equipment within the department, maintaining these to the standards expected by the school, Trust and appropriate external bodies

Duties will vary depending on the school but may include, but not be limited to:

#### Support for Students

- Support students in accessing appropriate resources, materials and learning activities under the guidance of relevant teaching colleagues.

#### Support for Teachers

- Providing support in preparing materials and resources for lessons under the direction of teaching staff
- Create and maintain a safe, orderly and productive working environment
- Maintain suitable levels of materials and stock for activities to be undertaken under the guidance of teaching staff.
- Timely and accurate preparation and use of specialist departmental equipment/ resources/materials as required by staff/the curriculum/ lesson planning documentation.
- Maintain accurate records as required by the department
- Assist with the display and or storage of students work
- Ensure a healthy & safe working environment for both staff and students in line with school expectations and health & safety working practices.

#### Support for the Curriculum

- Monitor, manage and order stock and supplies, under the direction of the Head of Department
- Maintain departmental risk registers, asset registers & inventories etc.
- Maintenance of specialist equipment & resources, check for quality/safety, undertake safety checks, cleaning, repairs/modifications within own capabilities and report other damages/needs
- Maintain safety records and review risk assessment documentation as required
- Ensure departmental display boards, safety notices and leaflet displays etc. are kept up to date as directed by the Head of Department
- Adapt to the changing needs of the department and the school curriculum

## Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Art Technician**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in a school or education environment		✓	A / I
Experience in working in an art related role		✓	A / I
Competence in the use of a range of departmental related products and equipment	✓		A / I
Basic IT skills in Microsoft Office	✓		A / I
Experience of working with and supporting others	✓		A / I
Demonstrates the capacity to make sound judgements consistently	✓		A / I
Ability to identify and manage competing priorities/manage own workload	✓		A / I
Ability to maintain accurate records and inventories	✓		A / I
Knowledge of relevant policies, codes of practise and legislation, including health & safety legislation and risk assessments		✓	A / I
Ability to lift and move equipment and resources		✓	A / I
<b>Qualifications and other skills</b>			
GCSE Grade 1C (or equivalent) or above in English & Mathematics	✓		A
First Aid Training		✓	A
<b>Interpersonal skills</b>			
A professional role model	✓		A / I

Be able to work calmly under pressure both alone and as part of a team	✓		A / I
Be flexible, self-motivated, committed, reliable and approachable	✓		A / I
Be able to offer assistance to students and staff on practical elements of the art curriculum.	✓		A / I
Have a willingness to contribute to the broader aspects of school life.		✓	A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I / Ref