



Art Technician

JOB DESCRIPTION

Role Purpose:

The purpose of this role is to provide technical support to teaching staff, ensure a safe and clean working environment and promote a passion for Art.

Key Accountabilities:

Reporting to the Head of Faculty, this post holder will be accountable for

- Assisting teachers with preparation of resources and equipment for lesson delivery on a daily basis and in lessons as required during practical sessions
- Auditing stock, record keeping, ordering and checking deliveries of materials in consultation with the Head of Department
- Managing and maintaining equipment daily, including checking and storing appropriately, ensuring safe to use and repairing/replacing when necessary
- Providing support and guidance to teaching staff on resources required including researching options and their budget implications
- Ensuring and promoting the maintenance of a healthy and safe working environment
- Safe treatment and disposal of used materials
- Daily Health and Safety checks across the department
- Carrying out risk assessments on the Art Department and associated specialist areas in consultation with the Head of Department
- Creating, maintaining and updating displays on a regular basis

Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
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<p>Doing the Right Thing</p>	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	5 GCSEs including Maths and English (grade 4-9) or equivalent	X		X	X	
	Relevant qualification in Art or related subject (ideally level 5 or above)		X	X	X	
	Working knowledge of health and safety including COSHH	X		X	X	X
	Working knowledge of relevant policies, procedures and codes of practice	X		X	X	X
	Good knowledge of up to date techniques, materials and equipment relevant to provision of the National Curriculum		X	X	X	X
Experience	Experience of working within an art department	X		X	X	X
	Experience of working within a school or similar environment with the relevant age range	X		X	X	X
	Experience of managing stock control and record keeping	X		X	X	X
	Experience of budget management		X	X	X	X
	Ability to demonstrate, role model and inspire a passion for Art	X		X	X	X
Skills	Ability to manage pupil behaviour and create a safe environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Effective use of ICT and other specialist equipment/resources	X		X	X	X

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	Ability to deal with a wide range of stakeholders using multiple forms of communication	X		X	X	X
	Ability to organise and prioritise own workload and meet deadlines especially during periods of pressure	X		X	X	X

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