



Art Technician

Required to work 15 hours per week over 3 days and 39 weeks per year

QEGSMAT are seeking to appoint a suitably qualified and experienced Art Technician to start as soon as possible.

Queen Elizabeth's Grammar School is a highly successful 11-18 Comprehensive School in the picturesque town of Ashbourne. The school enjoys an excellent reputation within the local community. Queen Elizabeth's Grammar School is a 'Good' school with 'Outstanding' Leadership and Management and Behaviours and Safety (Ofsted Nov 2014).

We have an aspirational ethos, which delivers impressive levels of excellence to ensure continuing success for all students. Our aspiration is built on traditional values of hard work, personal courtesy and a smart appearance. The ethos of doing one's best is key to success; but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

Queen Elizabeth's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you wish to apply please visit our website <http://www.qegsmat.com/> and fill out an application form. All application forms must be sent to HR@qegsmat.com.

Closing date for applications: Sunday 3rd December 2017

Interview date: Thursday 7th December 2017

Actual Salary: £5,232 – £5,485

Start date: As soon as possible

**QUEEN ELIZABETH'S GRAMMAR SCHOOL
ASHBOURNE ACADEMY**



JOB DESCRIPTION

Post Title:	Art Technician
Responsible to:	Curriculum Leader of Art
Scale:	2 (SCPs 11 – 13)
Weekly Hours:	15 (3 days)
Weeks Per Annum:	39 (term time + INSET days)
Post Objectives:	To contribute towards effective teaching and learning by providing support to the Art Department
Other Considerations:	It will be necessary to work with information technology and associated systems in accordance with the academy's policies

Duties and Responsibilities:

- To prepare materials for practical art classes;
- To assist students and teachers, as required, with class practical work;
- To clean equipment after use and store it safely and securely, ensuring it is accessible when required;
- To monitor and control levels of stock and order new stocks, as required, ensuring high value for money and in accordance with the academy's purchasing procedures;
- To receive and pack away deliveries, checking the goods received are those ordered and that invoices are accurate;
- To maintain equipment in good working order, organising repairs and maintenance as necessary;
- To advise teaching staff on potential problems with equipment;
- To assist in maintaining the department's inventory of equipment and materials;
- To undertake routine administrative duties on behalf of the department;
- To prepare display material as requested and maintain interesting and stimulating classroom displays; and
- To maintain classrooms and work spaces in a safe and orderly manner;
- To undertake any other duties which are related to this post commensurate to the post holders abilities, position and grade.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- To keep up to date with curriculum and technical developments undertaking any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PRINT NAME _____

SIGNATURE _____

DATE _____

QUEEN ELIZABETH'S GRAMMAR SCHOOL
ASHBOURNE ACADEMY



PERSON SPECIFICATION

Art Technician

Experience	Essential	Desirable
Experience of working in a classroom support role		✓
Qualification		
GCSE English and Maths A* - C or equivalent	✓	
Skills		
Systematic and practical with strong organisational skills	✓	
Effective communications skills	✓	
Self-motivated with the ability to manage time effectively and prioritise workloads	✓	
Ability to work as part of a team or independently	✓	
Able to form and promote positive relationships with students, staff and parents	✓	
Competent user of Microsoft Office software	✓	
Flexible, innovative and willing to embrace new ideas	✓	
Enthusiastic and self-motivated	✓	
Willing to develop through appropriate CPD opportunities	✓	
Ability to develop and maintain effective working relationships within differing contexts		✓