



Art Technician

Permanent

Part Time 15hrs per week (over 3 days), 39 weeks including INSET Days

Queen Elizabeth's Grammar School, Ashbourne Academy

QEGSMAT are seeking to appoint a Art Technician at Queen Elizabeth's Grammar School, Ashbourne Academy. This is an opportunity to work in an experienced and exciting department within the academy.

The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

Queen Elizabeth's Grammar School Ashbourne Academy is an 11-18 Comprehensive School in the picturesque town of Ashbourne. The school enjoys an excellent reputation within the local community. Academic standards are already very high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

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

QEGSMAT is committed to providing first-rate training and development to all of our staff within this evolving Trust; promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Appointment is subject to a clear DBS check to an enhanced level.

If you wish to apply for this position, please visit our QEGSMAT website where you can apply via TES. <https://www.qegsmat.com/currentvacancies/>.

Closing date for applications: Wednesday 8th December

Provisional Interview date: Friday 17th December 2021

Actual Salary: Scale 2, FTE £18,933

Potential Start Date: 10th January 2022

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

JOB DESCRIPTION

Post Title:	Art Technician
Responsible to:	Curriculum Leader of Art
Scale:	Scale 2
Weekly Hours:	15 (3 days)
Weeks Per Annum:	39 (term time including 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:

- Prepare materials for practical art classes;
- Assist students and teachers, as required, with class practical work;
- Clean equipment after use and store it safely and securely, ensuring it is accessible when required;
- 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;
- Receive and pack away deliveries, checking the goods received are those ordered and that invoices are accurate;
- Maintain equipment in good working order, organising repairs and maintenance as necessary;
- Advise teaching staff on potential problems with equipment;
- Assist in maintaining the department's inventory of equipment and materials;
- Undertake routine administrative duties on behalf of the department;
- Prepare display material as requested and maintain interesting and stimulating classroom displays; and
- Maintain classrooms and work spaces in a safe and orderly manner;
- 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 _____



QEGSMAT

Person Specification

	Essential	Desirable	Evidence
SKILLS	<ul style="list-style-type: none"> • Systematic and practical with strong organisational skills • Effective communication skills including strengths in promoting work on social media platforms. • Ability to work as part of a team or independently • Ability to work with diverse groups • Confident use of ICT 	<ul style="list-style-type: none"> • Creative and innovative at displaying artwork. • Understanding of the safe working practices of the art environment 	<ul style="list-style-type: none"> • Interview • Application form
KNOWLEDGE	<ul style="list-style-type: none"> • Ability to work on your own initiative 	<ul style="list-style-type: none"> • Working in an educational environment • Working in an art-based environment 	<ul style="list-style-type: none"> • Interview • Application form

EXPERIENCE		<ul style="list-style-type: none"> • Experience of working in an art/ display environment. • Experience in working with art-based material and equipment. 	<ul style="list-style-type: none"> • Certificates • Interview • Application form
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 GCSE's grade C or equivalent • Good numeracy, literacy and • ICT skills 	<ul style="list-style-type: none"> • Recognised relevant qualifications • First Aid • Knowledge of Art and Design making process and equipment • Qualification/Degree in Art and Design 	<ul style="list-style-type: none"> • Certificates • Interview • Application form
QUALITIES	<ul style="list-style-type: none"> • 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 • Efficient organisation • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety 		<ul style="list-style-type: none"> • Interview • Application form

