



## JOB DESCRIPTION

Post Title: Art & Design Technician, x2 posts – full year (0.4FTE) and full-time, term-time only (0.834FTE).

Purpose: To provide technical and general support in the maintenance, development and delivery of the College's learning resources and equipment within the Art and Design Department, this includes 3D design, photography, graphics and textiles and art craft and design.

Responsible to: The Principal through the Head of Faculty and Head of Department.

Liaising with: Relevant staff with cross college responsibilities, e.g. learning support staff, teachers within the department and the faculty, Personal Tutors and support staff.

### Main Duties and Responsibilities

- To provide support in the maintenance and development of materials and resources.
- To carry out appropriate duties when requested by the Head of Department.
- To assist in the setting up and operation of machinery and equipment.
- To provide support and guidance to staff and students using technical equipment and to train where necessary in its correct and safe use, especially in 3D design.
- To make a major contribution in the preparation for, and setting up of, exhibitions, framing, displays and as directed by the Head of Department.
- To establish and maintain effective documentation systems including operating procedures, manuals, records and problems encountered and action taken, inventories etc. in relation to area resources.
- To assist in the provision of an effective portage facility, including the receipt, checking and secure storage of deliveries to Art and Design.
- To ensure that all health and safety documentation is visible and up to date for each item of potentially dangerous equipment within the department.
- To undertake, in consultation with the Finance Manager and teaching staff, stock checks on equipment and consumables, order consumable items and keep appropriate records.
- To undertake general maintenance of equipment within the Art and Design Department.
- To undertake appropriate training and subsequent updating in order to act as the department's First Aider.
- To work with the Network Manager on the smooth running of the Apple Mac suites.
- To promote and operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974, including Risk Assessments where appropriate and to ensure that agreed College policies are adhered to.
- To ensure the department recycles where possible.

### Staffing

#### Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

### Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

### Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

### Management of Resources

- To contribute to the maintenance of an attractive working environment in the Art and Design area and any other rooms used.

### Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To wear the corporate clothing provided by the College, where appropriate.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

## PERSON SPECIFICATION: ART & DESIGN TECHNICIAN

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in their written application and where appropriate you should give examples of how you meet the criteria.

Experience	Essential	Desirable	Method of Assessment
Previous experience of providing technical and general support within an Art and Design department.		✓	Application, Interview
Experience of handling chemicals		✓	Application, Interview
Skills and Knowledge			
Specialist knowledge of Art, including subject-specific I.T. skills		✓	Application, Interview
Ability to work with other staff as a team	✓		Interview
Good organisational and administrative skills	✓		Interview
Good communication and listening skills	✓		Interview
Good motivational skills	✓		Interview
Ability to carry out basic DIY and use equipment to make frames, install shelving and assist with the display of artwork around the college and for exhibition.		✓	Application, Interview
Experience of photography and graphic design. Knowledge of the darkroom, cameras and software such as Adobe Illustrator and Photoshop.		✓	Application, Interview
Evidence of commitment to Continuous Professional Development.		✓	Application
Qualifications			
A good standard of education	✓		Application
Educated to degree level or equivalent		✓	Application
Attitude and Impact			
Smart in appearance and manner	✓		Interview
Ability to use initiative	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Good sense of humour	✓		Interview
Ability to work outside normal working hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Personal			
<b>Personal</b>			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)			
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>* this will follow an initial offer of employment</i>			

## SALARY AND CONDITIONS OF SERVICE

There are x2 posts, full year (0.4FTE) and full-time, term-time only (0.834FTE). Days per week for this post are outlined below:

- Monday to Friday, term-time only (0.834FTE) x1 position
- Monday and Friday, full year x1 position (0.4FTE) *(there is some flexibility on working days)*

You will, on occasions, be required to work outside these hours to meet the requirements of the college. Applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

<b>Start Date</b>	As soon as possible
<b>Closing date</b>	Closing date for receipt of applications is <b>10:00 on Monday 4<sup>th</sup> October 2021</b> . We will not be able to accept applications after this date, except in exceptional circumstances.
<b>Salary</b>	Salary will be points 6 – 7 on the Sixth Form College’s Support Staff Scale, currently £19,524 - £19,927 per annum, pro-rata. (Actual amount - £16,283 - £16,619).
<b>Interview date</b>	It is anticipated that interviews will be held on w/c <u>4<sup>th</sup> October 2021</u> and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
<b>Payment</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
<b>Pension Scheme</b>	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
<b>DBS Clearance and safeguarding checks</b>	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
<b>Rehabilitation of Offenders Act 1974</b>	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>