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| Post Title | Textiles/Art Technician (0.8527 FTE) |
| 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, with a focus on textiles and Fine Art. |
| 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. |
| Remuneration | SFCA Support Staff pay spine points 9 - 11 (£25,786 - £27,532 per annum, full-time) (£21,987.72- £23,476.54 per annum, actual) |
| Context | |
| Loreto Sixth Form College is one of the largest providers of A Levels in the country and was graded as Outstanding by OFSTED in January 2023. The HR team consists of the Head of HR, the HR Business Partner, the HR Officer and the Payroll Manager. The team offers a full HR service providing support and advice to members of staff, line managers and senior managers as well as ensuring that policies are implemented, processes are followed accurately, and legislation is adhered to. | |

| Main Duties and Responsibilities | |
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| <ul style="list-style-type: none"> 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 Textiles and Fine Art. 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 I.T resources. 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. | |
| General | |
| <ul style="list-style-type: none"> To be aware of and comply with all College policies and procedures. To be aware of equal opportunities and to demonstrate these principles in all aspects of work. To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines | |
| Staffing | |
| <ul style="list-style-type: none"> To take part in the College's Appraisal Process and undertake staff development where appropriate. To ensure that appropriate arrangements for cover are made when absent. | |
| Quality Assurance | |
| <ul style="list-style-type: none"> To ensure the effective operation of quality assurance systems. | |

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| <ul style="list-style-type: none"> • To contribute to the process of setting of targets within the department and working towards their achievement. |
| Marketing and Communication |
| <ul style="list-style-type: none"> • To ensure effective communication with students, staff, parents of students and appropriate individuals external to the College. • To contribute to the College liaison and marketing activities. • To link with external agencies as appropriate. |
| Other |
| <ul style="list-style-type: none"> • To support the aims and objectives of the College. • To attend meetings as appropriate. • To undertake any other duties the Principal or their 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. • To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR). |

Person Specification

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, give examples of how the criteria have been met.

| | Essential | Desirable | Assessment Method |
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| Experience | | | |
| 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 textile techniques such as screen printing and knowledge of 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 |
| 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 | | | |
| Practicing Catholic (for Theology/RE posts only)* | ✓ | | Application, interview |
| Enhance DBS clearance # | ✓ | | Pre-employment check |
| Two satisfactory references # | ✓ | | Pre-employment check |
| Full and relevant career and education history | ✓ | | Application |
| Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK) | ✓ | | Application, pre-employment check |
| <p>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.</p> <p>* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.</p> <p># To follow an initial offer of employment</p> | | | |