



DURHAM CATHEDRAL SCHOOL FOUNDATION

ART & DESIGN TECHNOLOGY TECHNICIAN

Hours: 22.5 hours per week (3 days). Term Time only.

Salary: The salary for the post will be point X11– X12 £16,390 -,£16,650 FTE on the support staff scale (this will be pro-rated for Term Time only). Incremental rises on the scale will be available annually, subject to satisfactory performance appraisal.

Pension: The School provides a workplace pension, this is a money purchase scheme, where members contribute a minimum of 3% of eligible salary and the School 5%.

Annual leave: 25 days paid holiday (increasing annually to 30 days after 5 years' service) + 8 public holidays + 3 days efficiency closure at Christmas

Line Management: Head of Art and Design Technology.

We require a versatile and experienced person to facilitate the smooth and effective functioning of the Art & Design Technology department of the school.

Specific Tasks

Supporting staff

- To set-up and prepare materials and equipment for specific Art/DT activities, classes and examinations.
- To assist in Photocopying and laminating for staff and students.
- To assist groups of students, or individuals, in technical aspects of Art/DT, and to assist them in realising their ideas effectively.
- Supporting staff and pupils in the making of and display of pupils' work.
- Supporting and supervising, pupils using equipment. when requested by teaching staff,
- Advise and assist staff on practical improvements to the workshop/studio areas.

Administration & Building

- To assist in monitoring and maintaining stock materials and equipment for Art/DT activities.
- To assist in safe and secure storage of student work.
- To assist in maintaining, clearing, preparing and tidying of work areas, to maintain a safe working environment.
- To assist in Keeping a record of expenditure.
- Processing orders and sourcing best value items for the departments.
- To assist in Maintaining machines/tools/equipment and ICT facilities and submitting requests for other maintenance and repairs as required.
- Unpacking deliveries and maintaining order in the store cupboards.
- Managing of Health and Safety (in consultation with Heads of Departments/Health & Safety Committee). Arranging for the regular safety inspections of all machinery and equipment as deemed necessary.
- Assist in the production of Risk and COSHH assessments.
- Disposing of and reclaiming materials.
- To assist in putting up and dismantling displays of students work.

- To liaise with the Premises staff or cleaning staff.

Continued professional development

- Participating in training and other learning activities and professional development as required.
- Participating in Health & Safety Training.

Other

- Helping to set up school Art & DT exhibitions/moderation displays/open evenings and other department/School events.
- Researching and making arrangements for educational trips as requested by Head of Department.
- Refreshing and maintaining Art & DT displays in classrooms, corridors and other public areas in the school.
- Liaising with parents/pupils about collecting previous years GCSE and A Level work.
- Helping to record and maintain a photographic record of pupils' work for departmental files, the school website and the Dunelmian Magazine.
- To undertake other reasonable duties as requested by the Head of Art/DT and other staff members.

This job description is not necessarily comprehensive. It may be subject to modification at any time after consultation with the holder of the post.

Durham Cathedral Schools Foundation
A Company Limited by Guarantee Registered in England No. 2776914
Registered Charity No. 1023407

ART & DESIGN TECHNOLOGY TECHNICIAN - PERSON SPECIFICATION

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<ul style="list-style-type: none"> • To have a creative knowledge of Art and Design Technology activities, terminology and requirements. • Ability to use own initiative • Ability to communicate effectively in both verbal and written English • Have a willing and proactive nature • Capability to work well under pressure 	<ul style="list-style-type: none"> • Knowledge of Durham School 	Application form / Interview
Experience	<ul style="list-style-type: none"> • Experience of working within a team and independently/unsupervised 	<ul style="list-style-type: none"> • Experience of working within the education sector • Experience in working with a variety of art materials and/or woods/plastics 	Application form / Interview
Education / Qualifications:	<ul style="list-style-type: none"> • Minimum of Maths and English at grade C or above or equivalent • NVQ Level 2 or equivalent • Knowledge of or willingness to train in health and safety legislation and practices within a workshop environment is essential. 		Application form
Other Requirements:	<ul style="list-style-type: none"> • Friendly and approachable. • Reliable and consistent. • Helpful and positive attitude. • Physical appearance is respectable and professional • Able to meet the needs of a diverse community. • Positive about change • Flexible attitude to working practices and demands • Responsible and trustworthy even when working unsupervised • Proactive approach to continuous personal development 		Past Work History / Interview