

BROMSGROVE SCHOOL

We require an **Art Technician**

We seek a personable, organised individual to provide support to the Art Department.
Term time Monday to Friday 8.00am-4.00pm plus 10 days in the school holiday periods.

Closing date for all applications 16th September 2019

*The School is committed to safeguarding and promoting the welfare of children and young people.
Applicants must be willing to undergo child protection screening including checks with past employers.*

Job Description:	Art Technician
Line Manager:	Head of Art and Textiles to Bursar
Hours of work:	Monday to Friday 8.00 a.m.-4.00 p.m., term time only, plus 10 days to be worked in school holiday periods for preparation and clearing up in the department (30 minute unpaid lunch break, plus a paid 15 minute refreshment break in the morning and afternoon).
Salary:	£11.40 per hour
Holidays:	You will be entitled to all school holiday periods with the exception of 10 days outlined in the Hours of Work. Your actual paid entitlement is 5 weeks pro-rata.
Sick Pay:	During the probationary period Nil During the first year, two weeks of full pay During second year, six weeks of full pay During years 3-5, eight weeks of full pay During years 6-10, ten weeks of full pay During year 11 and thereafter 12 weeks of full pay
Pension Scheme:	A contributory pension scheme is available

DUTIES

GENERAL

- To provide general support and assistance within Art and Textiles

MAIN DUTIES

- To ensure that equipment is clean and well maintained
- To organise materials in classrooms, storeroom and office areas
- To check stock orders and store away correctly
- To prepare equipment/materials for lessons

- To maintain display areas and assist in the preparation of exhibitions of Art work in classroom areas and in the ADT Building
- To respond to pupil requests for materials and equipment
- To undertake photocopying and replace ink cartridges as necessary in printers
- To collate invoices and delivery notes

PERSON SPECIFICATION

Experience and Qualifications

- Educated in Art, Textiles or other creative subject up to 'A' level standard
- Experience working with textiles
- Experience working with young people
- First Aid Qualification
- IT Literate, with good office skills desirable
- Willingness to train in screen printing and other textile processes.

Skills, Knowledge and abilities

- Good timekeeping
- Excellent communication skills, verbal and written
- Good organisational skills
- Self-motivated
- Friendly and approachable