

Recruitment Pack



Art and Design Technician



St. Crispin's School is part of The Circle Trust, company number 11031096
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



Art and Design Technician

St Crispin's School

Headteacher: Ginny Rhodes

NOR 1229, 11-18 years

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Immediate Start

Circa 17 hours per week across 5 days, Term time only + 5 INSET days.

Flexibility in working pattern considered

£10.01 per hour

Are you looking for a rewarding role in a happy and positive education environment?

If you enjoy working with young people, have a flexible organised approach, strong time management and the ability to multi-task we would love to hear from you.

As a key member of our friendly, supportive Art and Design Team you will play a pivotal role ensuring the smooth day to day running of the department:

- Preparing, presenting and maintaining specialist equipment, resources and materials for demonstrations or for pupils
- Monitoring and managing stocks of materials and specialist and routine equipment
- Creating and maintaining a clean, orderly and productive working environment
- Maintaining records as required and undertake clerical/administrative duties.

St. Crispin's School is a very happy and oversubscribed 11-18 year mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work.

Further details and an application form are available from www.crispins.co.uk/vacancies

Closing date: 9am, Tuesday 12th October

Please email completed applications to Mel Knight (knightm@crispins.co.uk)

Interviews: Friday 15th October - PM

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.



Job Description

Salary

Grade 3 pt 5

Aim and main purpose of the job

To fulfil a support role under the direction of the Head of Department to ensure the smooth day to day running of the Art & Design Department

Ideal working pattern

Monday, Tuesday, Thursday and Friday – 2/3 hours 1.00-4.00pm
Wednesday – 5 hours 8.30am -1.30pm

Flexibility considered for the successful candidate.

General Accountabilities

1. Ensure the smooth day to day running of the department via:
2. Preparing and presenting specialist equipment, resources and materials for demonstrations or for pupils. Examples include woodwork, laser cutter and electronic systems.
3. Ensuring equipment is dismantled and stored correctly after use.
4. Monitoring and managing stocks of materials, specialist and routine equipment, ensuring they are kept in an orderly, secure and safe manner, cataloguing as required.
5. Creating and maintaining a clean, orderly and productive working environment.
6. Maintaining records as required and undertake clerical/administrative duties.
7. Maintaining specialist equipment in a safe condition, undertake routine checks and carry out repairs and modifications where possible or arrange for more specialist repairs.
8. ICT equipment in department: daily checks on DT6 — report any breakages to IT technicians
9. Supporting the current 'soft-side' technician in some duties related to Art, Textiles and Cookery.

Specific Accountabilities

10. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
11. Contribute to the overall ethos and aims of the school.

Details of Line Management

This post is line managed by the Business Manager & Head of Department

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

