

JOB DESCRIPTION

Job Title:	CREATIVE TECHNICIAN
Grade:	LV04 point 6 to 7
Hours:	37 hours per week, term time plus inset days
Responsible to:	Heads of Creative Arts and Design & Technology
Liaison With:	Teachers of creative arts and textiles, reprographics technician

KEY ROLE:

The post holder is responsible for:

Providing support to teaching staff and students, particularly in the ordering, maintenance and organisation of supplies for lessons and the routine health and safety of equipment and work areas.

MAIN DUTIES AND RESPONSIBILITIES

- Prepare relevant materials for teaching staff within designated subject areas
- Maintain stock levels
- Ensure equipment and resources are maintained in good working order
- Organise storage areas so that resources are stored safely, in a way that prevents damage and that can be easily accessible to staff
- Organise corridor and exhibition displays
- Assist with clearing classrooms/ equipment/ work areas after lessons when needed
- Keep preparation areas and other communal working areas tidy, dust free, with walkways clear
- Support the heads of subject in ensuring all health and safety requirements are observed within their areas
- Organise the display of work and posters along corridors
- Organise the display of work for examination/ exhibition purposes

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

**CREATIVE TECHNICIAN
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English and maths (or equivalent) • 	<ul style="list-style-type: none"> • Graphics or IT qualification
Experience	<ul style="list-style-type: none"> • Working within the creative/ performing arts sector • 	<ul style="list-style-type: none"> • Working with Adobe software
Knowledge and Skills	<ul style="list-style-type: none"> • Creating digital and non-digital presentations and materials • Creative eye • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Autonomy to work alone 	<ul style="list-style-type: none"> • Experience of working within a school environment
Personal Qualities	<ul style="list-style-type: none"> • Willingness to undergo training • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Ability to build and form good relationships with colleagues and students • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working