



THE BILLERICAY SCHOOL

A Compass Education Trust School

Job Title	Creative Arts Technician
Grade/Salary	Scale 3, point 4 – 5 (£12,288 - £12,526)
Hours	27.5 hours per week / 38 weeks per year (term time only) Monday to Friday 08.30 am – 2.30 pm
Closing Date	Thursday 14 July 2022
Interview Date	Week commencing 18 July 2022
Date Required	September 2022 or as soon as reasonably possible
Reporting To	Head of Art and Head of Drama

About the role

We require an experienced Creative Arts Technician to support the Head of Art and Head of Drama with the smooth running of the department. You will be required to work closely with the teaching staff and students.

The ideal candidate will be responsible for the preparation and maintenance of resources; ordering, checking and auditing stock; checking cameras and printing student work; setting up studio work including lighting and backdrops.

Duties

- To give support to teachers in preparing resources.
- To support teaching staff and pupils during lessons with resources and activities related to practical work.
- To be responsible for preparing and checking orders for the department and maintaining stock levels.
- To ensure resources and equipment are set up and cleaned after use.
- To ensure all demonstration materials, equipment and provisions are available for use by the teaching staff. This includes the purchase of items from local retail outlets.
- To carry out minor repairs and maintenance of equipment where possible and arrange for specialist outside companies to attend to more complex problems.
- To set up studio work including lighting and backdrops.
- To organise and maintain departmental displays.
- To create presentations as required.
- To document special projects, workshops and exhibitions.
- To assist the Head of Department with booking and organising external student trips.
- To assist the Head of Department with processing capitation bids.
- To organise resources and cover work in the event of teacher absence.
- To maintain a tidy and organised environment.
- Filming of Drama exam pieces and transferring using relevant software
- Assisting in the making and maintenance of Drama props.
- To carry out any administrative tasks related to exams and SOW.



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General

- To undertake any training commensurate with the post.
- 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 comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

You will be required to assist at any time with any problem that arises in the Department. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym (and induction program).
- Free access to our swimming pool
- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers
- Access to our Wellbeing programme (includes counselling sessions and online discounts)

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>

Please do not hesitate to contact us if you have any questions.



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Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Well completed application form 2 supportive references 	
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent qualification in Maths and English, level C/4-5 or above 	<ul style="list-style-type: none"> Any art-based training/qualification
Experience		<ul style="list-style-type: none"> Experience working within a school or with children Experience in any art related field including but not limited to; design, photography, art, drama Experience or knowledge of producing and editing videos First Aid qualification
Professional Development	<ul style="list-style-type: none"> Ability to demonstrate a clear commitment to develop and learn in the role Willingness to keep abreast of new techniques in identified specialist areas 	
Skills	<ul style="list-style-type: none"> ICT literate Ability to read and write technical reports Excellent communication skills and ability to build effective working relationships with staff and management at all levels. 	<ul style="list-style-type: none"> Ability to assist with the use of photography equipment Excellent working knowledge of equipment and ICT packages relevant to specialist area including but not limited to; Photoshop, Publisher, iMovie etc.
Special Knowledge		<ul style="list-style-type: none"> Good understanding of the school curriculum in support of the role relevant to specific area Good understanding of Health & Safety
Personal Attributes	<ul style="list-style-type: none"> Good organisational skills Ability to remain calm under pressure Ability to plan and manage own time effectively Demonstrate a creative approach to supporting learning and an ability to resolve problems independently 	