



THE BILLERICAY SCHOOL

Job Title	Creative Arts Technician
Grade/Salary	Scale 3, point 5 - 6 £12,026.77 - £12,222.17
Hours	22 hours per week/38 weeks per year (term time only) Four days per week – exact days and timings are negotiable.
Date Required	Monday 2 September 2024
Closing Date	Friday 28 June 2024 at 9.00am
Interview Date	Week commencing 1 July 2024
Reporting To	Head of Art

Details

We require an experienced Creative Arts Technician to support the Head of Art 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, printing student work.

Main 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 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.
- To carry out any administrative tasks related to exams and SOW.

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.



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About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex. 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.

About the Trust

We are a small Multi Academy Trust based in the South East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centered around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (**Subject to eligibility criteria*)

- 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 in partnership with Specsavers
- Access to our Wellbeing programme (including counselling sessions and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite Flu Vaccination programme
- Free tea, coffee and cake on Fridays

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Work with us: [How to apply](#)

If you have any questions, please do not hesitate to contact Miss D Ancient at dancient@billericayschool.com

We look forward to hearing from you.



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Person Specification

Category	Essential
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
Experience	
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.
Special Knowledge	
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
Category	Desirable
Application	
Qualifications	<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	
Skills	<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	