



ART AND NOTICES TECHNICIAN

SALARY: RANGE 3, POINT 14

Contract Type: PERMANENT

Start date: JUNE 4TH OR NEGOTIABLE FOR THE RIGHT CANDIDATE

Job Title: Art and Notices Technician

Reports to: Head of Department - Art

Responsible for: Supporting the Art Department delivering an outstanding Art Education and supporting the school to be a well presented place of learning

Start date: June 2018

Salary: Range 3, Point 14 - £17,766.99 TTO (Term Time Only)

Disclosure level: Enhanced

Roles included: Art Technician, Notices Technician

Job purpose

- The Art and Notices Technician post exists primarily to service the needs of teaching staff and students in the Art department.
- To support the Academy's Art classes, by maintaining and managing the department's resources, and by the preparation of materials and media to be used in lessons and at other relevant time.
- To maintain and organise displays in the department.
- To understand the key messaging of the school and represent this throughout the schools walls, displays and noticeboards.

Job Description:

1. To liaise with the Head of Department to ensure that resources are cost effectively procured to meet the needs of the department.
2. To ensure that all procedures, equipment and resources used in the faculty conform to the relevant Health and Safety legislation.
3. To assist teachers by ensuring that equipment and resources are prepared and ready for use when required. This will also involve carrying out reprographics work on behalf of the department.
4. To prepare ceramics work for firing, and to load the kiln and empty it at the end of the firing process.
5. To prepare students' work for display by mounting it and producing explanatory labels and headers.
6. To assist teachers in the preparation and hanging of GCSE work in an annual exhibition.
7. To keep up to date inventory of all equipment and resources (including text books, exercise books and other stationery) in the Department.
8. To work with the Head of School and other relevant staff in the creation and maintenance of displays throughout the school.
9. To undertake other such duties as may be required by the Headteacher in line with the relevant pay and conditions guidelines.

Selection Criteria

1. Excellent communication and interpersonal skills.
2. Good organisational and management skills.
3. Ability to work as part of a team, as well as the ability to work independently with initiative.
4. An interest in working with children.
5. A background in the field of Art and Design is essential.
6. A knowledge of ceramics including glazing, and building techniques would be advantageous.

A Future Academies employee is:

- Aligned with our educational vision and committed to a knowledge-led curriculum, with high ambitions for pupil attainment
- Committed to providing a high standard of pastoral care.
- An inspirational leader, with the capacity to develop excellence in others.
- A good communicator, with outstanding planning and organisational skills and the ability to unify and motivate a team.
- Committed to safeguarding and promoting the welfare of children.
- Committed to wider school life and be willing to engage in a range of extra-curricular activities.

We can offer you:

- * Free access to our leisure centre which includes a swimming pool, fitness suite and dance studio
- * Free breakfast and lunch each day
- * The opportunity to work with enthusiastic and happy pupils
- * The chance to help rapidly improve the most important school in London
- * Access to the Trust Future Leaders programme and multiple leadership development opportunities
- * The expertise and support of senior leadership and colleagues across the Future Academies Trust
- * An area well served by public transport, plus ample car parking on site

To apply: please visit our website www.futureacademies.org or www.phoenixacademy.org.uk to download further information and an application form. Please email a letter of application outlining why you consider yourself suitable for the role and the completed form to recruitment@phoenixacademy.org.uk

Closing date: 18th May 2018

Phoenix Academy, The Curve, London W12 0RQ

Please note that Future Academies reserves the right to appoint at any stage during the recruitment process so early applications are encouraged.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.