

Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

ART TECHNICIAN

Section:	Art Faculty	Salary Range:	£17,000 to £18,500 <i>(dependent upon experience and qualifications)</i>
Responsible to:	Head of Faculty	Hours of Work:	35 hours per week. <i>(working during term time and school holidays)</i>
Status of Position:	Permanent <i>(subject to a satisfactory 12 month probationary period)</i>	Holidays:	28 days per annum

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 400 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Head of Human Resources, Head of Estates, Financial Controller, Director of IT and the General Services Manager.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

Art Faculty

The Art Faculty gives pupils the opportunity to practice or study a deeply rewarding subject – a subject which will take them far beyond the narrow confines of any exam specification, and that will in time become an interest for life.

The Art School is centrally located on the school site and is a wonderful building with many large and light studio spaces and two galleries for exhibitions of pupils' work and a continual programme of exhibitions by professional artists, local and national.

2. OVERVIEW OF EXPERIENCE/QUALIFICATION

Please refer to the attached Person Specification for a more detailed view of relevant experience and qualifications required to fulfil this role.

Ideally the successful candidate will have a passion for Art, be proactive and dynamic in their approach together with bringing a wealth of practical skills to the role. The role offers a variety of tasks and the candidate must be able to adapt their skill-set accordingly. Essentially you will have carpentry and DIY skills and some experience of working in an Art Studio would be an advantage although not essential.

You must be comfortable with working both on your own initiative and within a small team. The self-motivation and personal drive will be key to ensuring that timescales and deadlines are met.

3. MAIN PURPOSE OF ROLE

The Art Technician will contribute towards the aims of the School by providing practical support, equipment and materials for the Art Faculty.

4. LEVEL OF POSITION

The Art Technician will be directly responsible to the Head of Faculty who is responsible for day-to-day Line Management.

5. DUTIES AND RESPONSIBILITIES

The duties and responsibilities are not comprehensive but an illustration of the Art Technician's main responsibilities, which will vary from time-to-time. The job role will include any other tasks within the position holder's competence that may be reasonably required by the Head of Faculty. The successful applicant is required to have a flexible approach to working duties and hours of work.

Main Responsibilities:

- 1) To provide technical and practical support to members of the Faculty so that they can concentrate on academic and educational matters. Tasks include:-
 - Preparation and clearance of classrooms.
 - Lifting, moving, storage, distribution and maintenance of equipment.
 - Erection and preparation of display and exhibition areas as necessary.
 - Collection and delivery of materials from local suppliers.
 - Placing orders for materials as directed.
 - Correct storage of materials used within the Faculty
 - Maintaining stock levels as appropriate.
- 2) To ensure that the Faculty remains clean and hygienic and that appropriate standards of Health and Safety at Work and Materials Handling are observed.

- 3) To carry out cleaning tasks to ensure that the Faculty is kept clean.
- 4) To carry out extensive spring clean in the absence of the Faculty Cleaner to include dusting, hovering, sweeping, removal of rubbish, polishing, cleaning windows etc during all school holidays.
- 5) To undertake basic maintenance tasks in the Faculty to include:
 - Small carpentry jobs which could include manufacture of palettes, preparation of oil boards, erection of display boards and replacement of pin boards, fixing of wall reliefs, shelves, mirrors etc.
 - Maintenance and cleaning of equipment used within the Faculty ie: cleaning spray guns, filters, nozzles, changing lamps etc.
 - Monitoring of fire fighting equipment to ensure that it is in good working order and is correctly positioned. Ensuring fire escape routes are kept clear of obstruction.
 - Liaising with the Works Department over larger maintenance issues required by the Faculty and reporting equipment and / or maintenance issues.
 - Assistance in the design and manufacture of display equipment.
- 6) To be the Faculty's appointed First Aider.

General

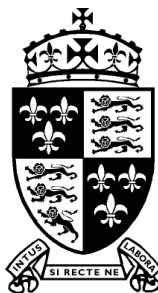
- 7) To present a positive image of Shrewsbury School at all times, as well as maintaining effective relationships with colleagues and external people.
- 8) To maintain personal and professional development to meet the changing demands of the Faculty.
- 9) To undertake personal health and safety duties as detailed in the Health and Safety policy.
- 10) To undertake such other duties, which are reasonably required by the Head of Faculty and which are consistent with the general level of responsibility of this role.

6. TERMS AND CONDITIONS

Any appointment, following the recruitment process, will be subject to an employment contract if successful. However listed below are some of the main conditions of service which may be of interest.

SALARY:	The salary range will be £17,000 to £18,500 per annum, dependent upon qualifications and experience.
HOURS:	<p>The Art Technician position is a full-time role, working during term-time and school holidays.</p> <p>The normal working hours are 35 hours per week. There may be occasions when there is a requirement to work during the weekend; there will be an expectation, on occasions to work beyond the normal working hours to meet the demands of the school.</p> <p>Shrewsbury School is a boarding School and the Art Technician must be able to work flexibly especially during term-time.</p>
HOLIDAYS:	<p>Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays.</p> <p>New members of staff will receive a pro-rata entitlement in this leave year if employment commences part way through the year.</p>
SICKNESS:	After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
PENSION:	All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 3-5%, employer 4.5-7.5%) subject to auto-enrolment regulations.
INSURANCE:	You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
DBS CERTIFICATE:	You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.
OTHER BENEFITS:	The Art Technician will also enjoy the benefits of a free lunch in Kingsland House when the kitchens are in operation, together with the use of the school's sports facilities when not in use by the pupils.

Any offer of employment will be subject to satisfactory DBS, medical report, copies of relevant qualification certificates and three references before commencement of employment.



Shrewsbury School

Person Specification

ART TECHNICIAN

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications			
A good standard of education.	✓		A/I/D
A recognised and relevant school Art qualification.		✓	A/I/D
NVQ or City & Guilds in Carpentry would be a distinct advantage.		✓	A/I/D
First Aid at Work Certificate.		✓	A / I
A computer qualification would be an advantage		✓	A / I
Work Experience			
Broad experience of working in an Art Studio and being accustomed to the specific demands of this environment.		✓	A/I/D
Willingness to play a major role in the life of the Faculty including day-to-day communication with both staff and pupils.	✓		A/I/D
Must be able to lift and move sizable resources around the Faculty/School.	✓		A/I/D
Some familiarity with IT/Microsoft Packages would be an advantage.		✓	A/I/D
Proven carpentry and DIY skills.	✓		A / I
Ability to manage an art studio workshop and maintain stock.	✓		A/I/D
Previous experience of working in a boarding school environment.		✓	A/I/D
Must be able to work without regular supervision.	✓		I / D
Specialist Knowledge			
Good working knowledge of Health & Safety at Work Act 1974.	✓		A/I/D

	<u>Description</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method used</u>
	Appreciation to identify potentially dangerous hazards in a workshop environment.		✓	A/I/D
	Personal Attributes			
	Dedication and enthusiasm for art.	✓		I
	Ability to relate well to young people.	✓		I
	Must be able to work in an organised manner.	✓		I
	Reliable and punctual.	✓		A / D
	Self motivation and personal drive to complete tasks required to timescales and deadlines.	✓		I
	Good decision making skills.	✓		D
	Must be able to be pro-active and show initiative eg: recognising suitable resources, foreseeing possible problems etc.	✓		I / D
	The successful applicant must be able to work effectively as part of a team and build productive relationships.	✓		A/I/D
	Must have a flexible and hands-on approach.	✓		A / I
	Other / Special Working Conditions			
	A full driving licence is an essential requirement of this role.	✓		A/ I/D
	Must have flexibility to assist with the rapidly changing workload requirements.	✓		A/I/D
	This is a physically demanding role therefore the successful applicant must be able to cope with heavy lifting, carrying, manual handling etc.	✓		A/ I/D