**Role Profile**

**Part A - Grade & Structure Information**

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| **Job Family Code** | **5OS** | **Role Title** | **Creative Arts Technician** |
| **Grade** | S5 | **Reports to (role title)** | **Head of Creative Arts** |
|  | 161-191 | **School** | **Oxted School** |
| **JE Band** | **Date Role Profile was created** | **Nov-18** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | Responsible for providing support and assistance in all areas of the Creative Arts Faculty (e.g. Art, Drama & Music)  To take on the role and duties of Technical Manager  Manage and maintain all equipment and other technical resources in the Creative Arts Faculty  Ensure all Health and Safety requirements are met for daily use of the faculties teaching and performance spaces | | |
| **Work Context** | To support the day-to-day running of Oxted School’s Creative Arts facilities to include Art, Drama and Music  We have a strongly resourced art block to include ICT rooms, ceramic and kiln and separate sixth form studio space. We run extra-curricular activities to include after school clubs, regular professional workshops and theatre trips. The faculty also hold an end of year art exhibition and annual school production. | | |
| **Line management responsibility** if applicable |  | | |
| **Budget responsibility** if applicable |  | | |
| **Representative**  **Accountabilities** Typical accountabilities in roles at this level in this job family | Planning & Organising   * Contribute to operational functions by providing practical support and effective organisation of activities. * Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.   Policy and Compliance   * Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.   People & Partnerships   * Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. * Develop strong relationships with partners and stakeholders to deliver a timely and efficient service. * May supervise and delegate work of the team, excalating performance issues appropriately.   Resources | | |

• Deliver a range of practical services in support of existing systems or processes to agreed Page 1

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|  | * Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.   Analysis, Reporting & Documentation   * Assist in the delivery of relevant assessments/ investigations. * Ensure information and records are processed and stored to agreed procedures. * Ability to store data and carry out basic analysis.   Duties for all  Values: To uphold the values and behaviours of the organisation.  Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.  To have regard to and comply with safeguarding policy and procedure as appropriate. |
| **Education,**  **Knowledge, Skills & Abilities, Experience and Personal Characteristics** | * Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. * May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role. * May be required to hold practical knowledge or experience relevant to the role. * Ability to work with others to provide excellent customer service. * Good written and oral communication skills with the ability to build sound relationships with staff and customers. * Competent in a range of IT tools. * Able to prioritise and plan own workload in the context of conflicting priorities. * Ability to guide and support less experienced or more junior colleagues. * Experience of working in an operational environment providing support to staff and/or the public. * Some roles may require work out of office hours in outdoor environments. |
| **Details of the specific qualifications and/or experience if required**  **for the role in line with the above description** | Recognised training qualification or experience in the Creative Arts |

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| **Role Summary** | Roles in this level typically provide a practical support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in the procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Some roles may oversee an operational activity. |

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