

## **Job Specification for Art Technician January 2022 (Maternity Cover to Dec 22)**



### **The School**

West Buckland School is a co-educational school founded in 1858 to offer an excellent education based on Christian values. The school stands in nearly 100 acres of stunning Devon countryside, surrounded by farmland, near the western edge of Exmoor. The school is now a leading multi-cultural community for nearly 670 boys and girls between the ages of 3 and 18, from across North Devon and beyond, including a thriving boarding community of nearly 150 pupils. Substantial investment in recent years in state-of-the-art buildings and facilities have seen the addition of the Jonathan Edwards Sports Centre, the award-winning 150 Building which includes the Art and Design and Technology departments and a Theatre space, Parker's Sixth Form Boarding House and the Michael Morpurgo Library.

The school enjoys high levels of academic attainment and for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. Recent performances for A-level results typically exceed 75% A\* to B and 50% A\* to A at GCSE. Additionally, there is considerable emphasis on extracurricular activities at the school, with a focus through five pillars in Outdoor Education/CCF, Performing Arts, Academic Extension, Sport & Service

### **The Role**

This is a part-time maternity cover post working a maximum of 30 hours per week Monday to Friday in term time only. Additional days on staff inset may be required and will be notified in advance. The post is a split appointment with the Art Technician paid 15 hours per week at £11.95/hr based on approved pay rates as of 1 September 2021. In addition to the Art Technician element there is an additional position as the Art Department cleaner. The cleaner element of the position is based on 15hrs a week term time plus 1 week and paid at £9.70/hr, these hours are worked within the normal day to enable the department to work in a clean and safe environment. The post is nominally 6 working hours per day Monday to Friday between the hours of 09.00 and 17.00 daily.

The Art Technician is responsible to the Head of Art but liaises with all other staff within the department to ensure respective materials are ready for use across the week.

The duties listed below form the core requirements. This list is not exhaustive nor final and the post holder will be expected to meet all reasonable requests from the Head of Art, members of the Art Department or Senior Leadership Team (SLT).

- Preparation of classroom/studios ahead of lessons
- Preparation of materials such as paints, inks, dyes, clays, canvasses and papers
- Ensuring rooms are left safe, clean and tidy at the end of the day (when on duty) and presentable when used by the school for parent consultation evenings etc
- Timely ordering of materials to replenish stock or to meet notified projects
- Management of the Department inventory and preparation of inventory for audit
- Preparing materials for exhibitions and assisting in provision of displays (on and off-site)
- Management of displays in Art rooms
- Maintaining serviceability of equipment and ensuring that equipment has regulatory tests such as electrical Portable Appliance Tests (PAT), Kiln test/service etc
- When available assist students with appropriate technical skills
- Assist with Department administration, using IT systems as required
- Ensure that equipment is stored safely and where relevant securely
- Ensure that any accidents/near misses are reported in line with the schools H&S Policy
- Maintaining the relevant paperwork or e-files in liaison with the Head of Art for Departmental Health & Safety including COSHH, Hazard Data Sheets and Risk Assessments
- Assist in the preparation of Departmental school trips and act as a volunteer driver of the school minibuses for such trips if suitably qualified and available
- Fire/emergency evacuation – building checking in event of evacuation without placing self in danger

Duties are a total of 30 hours per week, Term time only (36 weeks) plus 1 week of inset (30 hours) through the year to meet with requirements of the Art Department

Holiday is paid pro-rata for the 37 week term time provision based on 25 days annual holiday, which equates to 18 days holiday pay plus 8 public holiday days, giving a total of 26 days holiday. Holiday is paid and accrued into the amortised annual salary with the post not working through the summer holiday other than a week at the end of August 22 to prepare the Art department ready for the start of term in September 22.

## **Applications**

The application should include a completed application form, (download from the school website). Names and addresses of two referees, one of whom must be your current or most recent employer must be detailed in your application. The deadline for receipt of applications is midday 2<sup>nd</sup> December 2021.

Applications should addressed to:  
Assistant Bursar (HR Recruitment)  
West Buckland School  
Barnstaple Devon  
EX32 0SX

[recruitment@westbuckland.com](mailto:recruitment@westbuckland.com)

Applications may be e-mailed and it is not necessary to also send by post. Further information may be found on our website at [www.westbuckland.com](http://www.westbuckland.com).

Interviews will be held at the school during the week commencing 6<sup>th</sup> December 2021.

### **Safeguarding and Child Protection Policy Statement**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

### **Health & Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the school's Health and Safety Policy and to ensure that the Assistant Head (Extra Curricular) & Director of Sport are to be informed of any Health and Safety 'near misses'.

The appointee is required to comply with the Health & Safety requirements of the position which will be discussed within subsequent induction. There is an expectation that individuals will be required to manage the lifting, setting up and operating of standard sports equipment. This may include the need to work on ladders (below 2m working height without appropriate training) and manual handling of equipment following any relevant training.

You are expected at all times to act loyally and in good faith and in the best interests of West Buckland School and to conduct yourself both on and off duty with due propriety and due regard for confidentiality. This particularly applies to the consumption of alcohol in the vicinity of the school, and in the towns of Barnstaple, South Molton and other localities, and to relationships with pupils.

### **General Data Protection Policy**

The school is registered under the General Data Protection Regulations (2018) & Data Protection Act 1998. The information you supply when applying and or appointed will be held in electronic or paper format, dependent on your method of application, for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.

November 2021