

Dear Applicant

Thank you for your interest in the position of Creative Arts Technician at Ashton on Mersey School, Cecil Ave, Sale, M33 5BP

Salary: NJC Scale Band 3 Scale Points 6 – 11 (£25,183 - £27,269 FTE)
Actual Salary £14,938.12 - £ 16,175.51

Start Date: as soon as possible

Working Pattern: 25 hours per week (Working hours and days per week to be confirmed at Interview)

Contract: Term Time only (including 5 INSET days)
Permanent

Location: Office-based at Ashton on Mersey School

What benefits are offered at The Dean Trust?

- 26/31 days annual leave entitlement (dependent upon length of service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme (free of charge)
- Cycle to work scheme
- Annual flu jabs (free of charge)
- Access to family friendly policies

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [The Dean Trust](#)

Method of Application

The preferred method of application is electronically via our career's website [The Dean Trust Careers](#). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of 08:00 am Monday 14th April 2025 will not be considered.

Interview Date, while be Friday 25th April 2025

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions, please contact us on [insert telephone number] or email [insert email address]. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Creative Arts Technician
Reporting to	Head of Art and Design / Head of Performing Arts
Main purpose of job	To provide specialist technical, administrative and practical support across the Art and Design and Performing Arts departments. The role involves assisting in the execution of lessons, supporting school productions and contributing to enrichment activities, ensuring a high-quality learning environment for pupils.
Key responsibilities:	
Lesson and Classroom Support	
<ul style="list-style-type: none">• Prepare, set up, and maintain equipment, materials, and resources for art, design, and performing arts lessons• Support teachers in delivering practical lessons, demonstrations, and workshops• Assist students during lessons, particularly in specialist practical work, ensuring safety regulations are followed• Maintain display boards and showcase student work to celebrate achievements• Organise and store lesson resources, ensuring availability and easy access• Maintain and update COSHH and risk assessment documentation for both departments	
Technical and Equipment Management	
<ul style="list-style-type: none">• Organise regular safety checks and maintenance of technical equipment• Order and manage stock levels, ensuring supplies for lessons, rehearsals and productions are available• Oversee and facilitate the set up and maintenance of AV equipment, microphones and staging for school performances and events.• To conduct weekly health and safety checks on equipment throughout the faculty• Assist in the cataloguing and archiving of student work and department resources	
School Productions and Shows	
<ul style="list-style-type: none">• Provide technical support for school performances, including set construction, costume preparation and prop management.• Support rehearsals by ensuring materials and equipment are available and in good working order• Assist with stage management, backstage support and front-of-house duties during performances• Record and edit performances for assessment, promotion and archive purposes	
Enrichment and Extracurricular Activities	

- Support the delivery of enrichment activities, such as after-school art clubs, theatre workshops, and creative projects
- Assist in the organisation of school exhibitions, art showcases, and music performances
- Support community outreach projects and collaborations with external artists or performers
- Help organise and deliver specialist workshops, such as printing, ceramics, and digital design
- Support students in preparing for competitions, exhibitions, and events

Administrative and General Duties

- Assist with booking trips, events and external workshops
- Maintain accurate inventories of resources and equipment
- Support the development of departmental displays and promotional materials
- Liaise with external suppliers for specialist materials and equipment
- Ensure compliance with health and safety policies within practical workspaces
- To undertake any reasonable duty as requested by the curriculum manager or senior leadership team

Out-of-Hours Commitment

- Support out of hours events, including school productions, art exhibitions and concerts
- Provide technical assistance for special school functions, such as open evenings, awards nights, and community events

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Qualifications and training	Essential <ul style="list-style-type: none">• Educated to GCSE including A*-C in Maths and English Language, or equivalent• Educated to GCSE or equivalent in Art, Design, or a relevant technical field Desirable <ul style="list-style-type: none">• A higher education qualification in Art, Design, Music or Theatre Production•
Experience	Essential <ul style="list-style-type: none">• Experience working in an educational or creative environment• Experience in setting up resources, equipment and materials Desirable <ul style="list-style-type: none">• Experience in set design, costume preparation, or stage management• Experience supporting school productions, exhibitions, or performances
Knowledge	Essential <ul style="list-style-type: none">• Technical knowledge of art materials, performing arts equipment, and stage production Desirable <ul style="list-style-type: none">• Understanding of lighting, sound, and AV equipment• Working knowledge of the secondary school curriculum in Art and Design and Performing Arts
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to work independently and as part of a team• Strong organisational and time management skills• Good ICT skills, particularly for resource development and record-keeping.• Ability to support practical lessons and workshops effectively Desirable <ul style="list-style-type: none">• Ability to demonstrate experiments and techniques to colleagues and pupils• Good communication and interpersonal skills• Willingness to undertake training and professional development