



Creative Technician Job Description

POST:	Creative Technician
LOCATION:	Oasis Academy Leesbrook, Oldham
WORKING PATTERN:	Monday – Friday 8am – 4pm 39 weeks per year term time, but with flexible working hours during production times
SALARY RANGE:	SCP 5-7 Pro-Rata Actual Pro-Rata Salary £21,323.21 - £22,006.18 Full time Equivalent £24,790.00 - £25,584.00 (52 weeks per year)
DISCLOSURE LEVEL:	Enhanced
KEY RELATIONSHIPS:	Curriculum Leader and Assistant Curriculum Leader; relevant teaching and support staff; external agencies; other Oasis Academies and Oasis Community Learning central staff
JOB PURPOSE:	To provide a Technical Support function to the Art, Music and Drama Departments, including the preparation of resources for practical lessons and maintenance of equipment and to provide assistance and advice to teaching staff as required.

SPECIFIC RESPONSIBILITIES:

- To carry out maintenance and basic first line repairs of Creative (Art, Music, Drama) equipment, reporting other identified faults to the relevant Curriculum Leader.
- To ensure all relevant equipment and materials are prepared for demonstration purposes
- To deliver equipment and resources to classrooms as requested and set up for staff
- To ensure that classrooms are cleared after lessons and left clean and tidy
- To contribute to a safe working environment in the teaching areas, including the production of appropriate risk assessments
- To carry out routine safety checks on equipment and appliances and ensure safe storage of equipment in line with health and safety regulations.
- To ensure that printed resources for use by teaching staff and students are prepared and stored as appropriate
- To support to teaching staff in the preparation and delivery of lessons
- To maintain an accurate inventory of all apparatus and equipment
- To operate the system for stocking, storing and distributing, following departmental systems and procedures and to monitor stocks of supplies and ensure equipment is appropriately maintained



- To support the intervention programmes in Art, Music and Drama.

Other

- Join the staff and students at family dining, where appropriate.
- Sit on Academy's Health & Safety Committee

Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Other:

- The post holder will be subject to performance management objectives agreed annually.
- The post holder will carry out additional site-specific duties (subject to negotiation).
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	



Creative Technician Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE or equivalent in English, Maths and Science at C grade or above• First Aid at work qualification or willingness to undertake training• Evidence of commitment to continued professional development	<input type="checkbox"/> 'A' level or equivalent Art, Music or Drama

<p>Experience, Skills & Knowledge</p>	<ul style="list-style-type: none"> • Awareness of standard procedures • Ability to prepare relevant resources • Ability to prepare all levels of department practicals, following Risk Assessment and Health & Safety regulations • Ability to use Microsoft office and other ICT applications confidently • Possess good planning and organisational skills • Ability to work as part of a team and on own initiative, with resilience • Ability to communicate effectively with staff and students • Self-motivated with the ability to multitask • Possess good interpersonal skills • Ability to enthuse and motivate others • Articulate and able to communicate effectively • Excellent written skills • A genuine desire to work with, and on behalf of, young people. • Energy and drive. • Willingness to undergo appropriate checks, including enhanced DBS checks • Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. 	<ul style="list-style-type: none"> • Sound working knowledge of Health and Safety regulations • Experience of working in a school environment •
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