



## **PRIOR'S FIELD** SCHOOL

### **Job Description for Textiles Technician (part time)**

#### **The position**

The post holder will provide additional support to teachers in practical activities, by offering guidance and direction to students as required. They will also be responsible for ensuring that the teaching and learning environment is well resourced for lessons, clean and safe through the preparation and maintenance of tools/equipment. The ideal candidate will have a good level of understanding of Fashion Design and Textiles and a specific understanding of sewing machines and an ability to adapt patterns for dressmaking.

**Reports to** the Head of Creative Arts

#### **Specific responsibilities of the role include:**

- Prepare the classroom for practical lessons and clear down afterwards.
- Provide technical assistance to staff and students in the practical application of specialist equipment.
- Assist in the safe storage and disposal of all equipment and stock in line with Health and Safety Procedures.
- Ensure the general maintenance and cleaning of equipment.
- Organise and maintain textiles supplies, sourcing and ordering materials.
- Develop and maintain recharge lists for students.
- Mount and arrange displays of work as required.
- Help with exhibitions and catwalk events.
- Assist with the co-ordination of information between departments

#### **Additional responsibilities of the role include:**

- Becoming an integral member of both the Textiles department and other administration teams
- Contributing to the efficient and smooth-running of the School's administration
- Assisting on special events such as Open Days, Creative Arts Exhibitions and Catwalk Events which may require some evening and weekend work.
- Being prepared to work on a broad range of tasks and lend their assistance to other colleagues if the need arises.
- Enjoying using their initiative and be happy to play a full part as a member of a lively and busy team.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and qualifications</b>		
Ability to sew confidently with a sewing machine and having sound knowledge of how sewing machines work	x	
Strong pattern cutting skills with an understanding of pattern manipulation for dress making	x	
Proficient and experienced user of the key components of the MS Office Suite (training will be provided for the specialist software)	x	
High standard of written English, excellent proof-reading skills and a strong eye for detail	x	
Understanding of the UK independent education industry		x
Previous work experience in a UK independent school with a boarding element		x
Knowledge of GDPR	x	
<b>Skills and competencies</b>		
Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation	x	
Ability to manage a busy workload with sometimes rapidly shifting priorities	x	
Strong communication skills, both oral and written, and customer focus – excellent telephone manner	x	
Strong organisational and planning skills	x	
Effective time management skills and the ability to multi-task and prioritise work	x	

Ability to communicate complex or sensitive information and to draft complex or sensitive emails, letters and other documents to a professional standard	x	
Ability to identify problems with your own and others' work within the school, and to correct or report these issues as necessary	x	
Ability to have an awareness of activities taking place across the school to draw links and communicate and plan work accordingly	x	
Ability to solve problems that may significantly impact on others and for which the correct solution is not obvious	x	
Good work attendance record	x	
<b>Personal qualities</b>		
Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude	x	
An aptitude for and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges	x	
Enthusiastic and self-motivated – will actively seek to further the school's best interests	x	
Good sense of humour	x	
A creative mind with an ability to suggest improvements – problem-solving skills	x	
A passion for the transformational impact of education and an empathy with the school's aim and vision	x	

### Terms of employment

<p><b>Salary</b></p> <ul style="list-style-type: none"> <li>• Dependent on experience</li> </ul>
<p><b>Hours</b></p> <ul style="list-style-type: none"> <li>• 18 hours per week (working pattern to be agreed)</li> <li>• Term time + 20 additional hours in the school holidays</li> </ul>
<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time.</li> </ul>

- Staff have access to school facilities such as the gym and swimming pool.
- Free on-site parking is available.
- Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use
- Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff
- Cycle to work scheme
- Generous contributory defined contribution pension scheme
- Staff fee discount of 50% FTE (eligible after passing probationary period)
- Access to 24-hour counselling helpline
- The school supports professional development and training will be provided in specialist areas

**Conditions**

- The position is subject to DBS certification and satisfactory references being obtained