November 2017

Dear Applicant,

Thank you for your interest in the post of **Photography Technician.**

The following documents will assist you in your application:

- Job Description and Job information
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website http://www.godalming.ac.uk/about-us/vacancies and as a hard copy from Personnel Services – personnel@godalming.ac.uk

The closing date for receipt of applications is **Tuesday 21st November 2017 at 10am.**

Completing your application
Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application
You may return your application form either by post or by e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements
Since we will not be able to respond to all applicants, if you have not been contacted by **30th November**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews on Tuesday 5th December and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

![Godalming College logo]

Post Title	*Photography Technician*
	Term time
Responsible to	*Director of Services & Head of Art & Design*
Scale Two	*Point 20*

Job Description

MAIN RESPONSIBILITIES
- Maintain, supervise and demonstrate the use of Photo Studio, Photography resources (cameras, studio lights, flash units, tripods etc.) and Darkroom
- Develop strategies to support the currency of technical knowledge.
- Work with the Photography Course Leader to support the Head of Art and Design in the effective use and further development of accommodation and equipment within the Photography area.
- Liaise with external companies in the purchase, maintenance and repair of photographic equipment and resources.

The job holder will also be expected to advise the Head of Department of Art in respect of the strategic development and maintenance of accommodation and equipment in support of the Art and Design: Photography courses.

Key areas of responsibility include effective adherence to current Health & Safety legislation and codes of practice.

Knowledge & Experience Candidates will need to:
- Be proficient in use of computing technologies (as well as the maintenance of printers)
- Have a working knowledge of the Adobe suite of programmes specifically Photoshop
- Have knowledge of Photo Studio equipment and procedures (lighting, backdrops etc.)
- Have knowledge of dark room procedures
- Be able to maintain dark room and photographic equipment
- Have competence in general craft skills: cutting, printing, mounting photographs etc

Personal Qualities Candidates will need:
- An ability to build good relationships with Staff and Students
- Have a commitment to safeguarding and promoting the welfare of students
- High and consistent expectations of student behaviour
- A collaborative approach to working with colleagues
- To be calm under pressure and adaptable
- Be highly organised

The Art Department

Godalming College's Art department is one of the most successful departments in the country with consistently outstanding results and value added. The Photography classrooms currently boast 20 PC's per classroom, a fully equipped studio and dark room facilities. There are plans for future expansion and extension of these facilities for 2017/18.

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

CHILDCARE VOUCHER SCHEME

The College offers employees the facility to participate in a Childcare Voucher Scheme. This is a benefit which is provided through a 'salary sacrifice' arrangement, normally for the duration of the academic year. Full details available on request.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus.

There is catering service available in the Staff Room together with food outlets and coffee shops. An indoor sports facility, including a gym with state of the art fitness training equipment, is available for staff use between the hours of 8am to 5.30pm (when not being used for teaching purposes).

Godalming College Support Staff Payscale
September 2016

Scale 1	13	14792
	14	15257
	15	15797
	16	16192

Scale 2	17	16548
	18	16822
	19	17140
	20	17461

Scale 3	21	17964
	22	18329
	23	18923
	24	19596
	25	20275

Scale 4	25	20275
	26	20945
	27	21619
	28	22290

Scale 5	29	22963
	30	23638
	31	24431
	32	25219

Scale 6	33	26095
	34	26966
	35	27840
	36	28708

Senior Officer	37	29500
	38	30291
	39	31085
	40	31878
	41	32667

Management 1	42	33462
	43	34253
	44	35126
	45	35997
	46	36867

Management 2	47	37739
	48	38691
	49	39562
	50	40510
	51	41461

Management 3	52	42412
	53	43363
	54	44316

Management 4	55	45290
	56	46285
	57	47303
	58	48347
	59	49409
	60	50496

Surrey Allowance £994

To calculate pro-rata payments –

Hours x weeks x annual salary divided by 1659

Example: point 20 scale 2 - £17461 + £994 = £18455

36.42 hours per week x 39 weeks per year = 1420

1420 x £18445 divided by 1659 = £15796.32 pa = £1316.36 gross per month
paid for 12 months

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements. The normal full-time working hours are 36.42 per week

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42