



**ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS  
ART AND DISPLAY TECHNICIAN**

**Part- time (17.5 hours a week)**

**Term-time only, plus 5 additional days (pro-rata)**

**New NJC scale points 5-6 (£18,795- £19,171)**

**Estimated pro-rata starting salary £7,770 per annum**

*Required from 1 September 2019*

The Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's vision is the best *for* everyone, the best *from* everyone. Our values of community, passion and integrity are at the heart of everything we do. There are currently seven schools within the Trust. BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools and the opportunity to work with some of the most inspiring colleagues in their profession.

Altrincham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the "Alliance for Learning". Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud. The successful candidates must be willing to engage in the school's commitment to developing AGGS as a centre of excellence for teaching and learning.

The governors are seeking to appoint an enthusiastic and able technician to provide technical support to the very successful art department. The equivalent of one day per week will be also dedicated to displays around the school, assisting other departments in the preparation and mounting of displays within their subject areas.

The art department is accommodated on a split site and is comprised of three teaching rooms. Duties in the department will include providing ancillary help and enabling the school to make the maximum use of its facilities. The successful candidate must be prepared to train as a first-aider.

**Main Responsibilities**

- To provide technical support to teaching staff in the art department and organise duties with the best use of time and planning.
- To assist art teachers in developing appropriate resources for teaching and learning.
- Under the direction of the Head of Art, to ensure that all health and safety requirements are met.
- To assist in administrative duties in accordance with the teacher workload agreement.
- To maintain and monitor consumables and equipment in art and to ensure all students are able to access a wide range materials and processes.



- To carry out first line servicing of sewing machines and equipment in the art rooms to ensure safety and reliability. This will include cleaning, removing dust and minor repairs.
- To prepare materials and equipment for practical lessons.
- To carry out daily visual checks of all machinery, before being used by students.
- To ensure cleanliness in the department, including maintenance of sewing machines and equipment in accordance with health and safety requirements.
- To carry out weekly health and safety checks on all equipment and machinery and report directly to the Head of Art.
- To keep sinks and work tops clean; keep stock rooms and cupboards clean, tidy and in good order. To liaise with the Premises Manager/Caretaker if the standard of cleaning falls below an acceptable level.
- To become familiar with health and safety issues as they apply to art and assist the subject leader in the production of risk and COSHH assessments.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current health and safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery.
- To maintain and monitor stock control, keep stock records, receive equipment and materials.
- To assist the Head of Department in the ordering of materials and equipment, researching and sourcing best prices.
- To carry out weekly material and equipment checks across all art rooms and maintain a record of all equipment checks.
- To assist staff in the production and updating of art displays within the school.
- To provide technical support to staff and students during lesson time as required.
- To advise staff on practical improvements to the art rooms.
- To assist staff in preparing and setting up display materials, remove and display items of work around the school, as and when requested.
- To ensure that in each teaching area, all power is turned off where appropriate.
- To undertake other duties as may reasonably be required by the Principal or Head of Art.

### **School-wide Responsibilities**

- Being aware of and acting upon relevant school policies and, in particular, those associated with child protection/safeguarding children and health and safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.
- Acting as an ambassador for school and ensuring that the school's high standards are promoted at all times.

### **Additional Specific Responsibilities**

- Support the school in its open evenings and award evenings.
- Support the school in its entrance examination.
- Any other relevant duties requested by the Principal.



## Training and Development

As a Teaching School, we are committed to the professional development of all staff. The Art and Display Technician will participate in the school's appraisal arrangements.

## Probationary period

Your appointment is subject to a six month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires six weeks' written notice to resign from the post.

Copies of the job description and application forms are available from the school website or by email ([recruitment@aggs.bfet.uk](mailto:recruitment@aggs.bfet.uk)). The closing date for applications is **Monday 24 June 2019** at 3.30 p.m. Interviews are to be held during the week commencing **1 July 2019**. Applications are welcome electronically or by post and should be emailed to [recruitment@aggs.bfet.uk](mailto:recruitment@aggs.bfet.uk) and addressed to Mrs C Williams. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Degree Certificate (if applicable)
- QTS Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill. (Bills and statements should be dated within the last three months)

## ADDITIONAL INFORMATION

Further information about the school and the most recent OFSTED inspection are available from the school's website.

BFET is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau. This post is exempt from the Rehabilitation of Offenders Act 1974



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<i>Relevant Experience</i>	Previous experience in a similar role, or the ability to demonstrate skills transferable to the role.	Previous experience in a technician role.
<i>Knowledge, skills, abilities</i>	<p>GCSE English and Maths up to GCSE level grade C or above.</p> <p>Ability to plan, organise and prioritise work schedule.</p> <p>Excellent oral and written communication skills.</p> <p>Ability to work as part of a team.</p> <p>Excellent telephone manner.</p> <p>Manual dexterity.</p> <p>Ability to be self-motivated.</p> <p>Ability to work under pressure and stay calm at all times.</p> <p>Ability to preserve confidentiality.</p> <p>Ability to work efficiently at speed.</p> <p>Excellent IT skills.</p> <p>Willingness to undertake first-aid training, ladder training, hygiene training and machinery use training.</p>	<p>Experience of working in a school environment.</p> <p>To hold a current full driving licence and the flexibility to transport materials from one school site to another. (The school is on a split site.)</p>
<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	
<i>Personal qualities/others</i>	<p>Commitment to the aims and ethos of the school.</p> <p>A positive approach to challenges, which seeks solutions to problems and addresses difficulties with good humour.</p> <p>Flexibility and adaptability.</p> <p>Willingness to work flexible hours as and when required.</p> <p>Initiative and confidence when dealing with difficult situations.</p> <p>Supportive nature.</p> <p>Tact and discretion.</p> <p>Commitment to further training and development.</p> <p>Smart appearance.</p>	