

KENTON SCHOOLS  
ACADEMY TRUST



# Appointment of Art & Graphics Technician

**16 hours per week, all year round**  
**Grade N3, actual salary range:**  
**£8,027 to £8,187 pa, pay award pending**  
**Permanent, required asap**

**Candidate Information Pack**



Studio West, West Denton Way, Newcastle upon Tyne, NE5 2SZ, Telephone: 0191 481 3710  
Email: [admin@studiowest.newcastle.sch.uk](mailto:admin@studiowest.newcastle.sch.uk), Website: [www.studiowestnewcastle.com](http://www.studiowestnewcastle.com)

## Introduction from the Principal

Dear Applicant

Thank you for your interest in the role of Technician at Studio West.

Studio West is an exciting studio school which opened in September 2014. As part of Kenton Schools Academy Trust which incorporates Kenton School, Studio West currently caters for around 500 students. Our mission is to ensure that every student who leaves Studio West does so with a university or college place, an apprenticeship or a job.

Initially opening to students aged 13-19, in September 2017, we became a full secondary school expanding to open from age 11. We are over-subscribed for year 7 and expanding rapidly due to our success. We are committed to the studio school concept of offering mainstream qualifications (including GCSEs, A Levels, and Occupational and professional qualifications), combined with an innovative and personalised curriculum for every student focused on developing key employability and life skills required by employers.

We know the key to our success will be having a strong team committed to the ethos of the school with the skills, dedication and passion to motivate and instill high expectations in every child.

We are seeking applications for the post of Technician to support our team in the setting up and dismantling of equipment and resources, ordering stocks and supplies and maintaining our databases.

We are seeking candidates with excellent interpersonal skills with the ability to work well with both children and adults.

Whilst the role will involve working across all teaching departments, a large proportion of working time will be spent supporting Art and Technology therefore a relevant qualification and/or experience working in either discipline would be desirable.

Post holders will be required to move, set up and dismantle equipment on a regular basis, i.e. lift bags of clay, therefore candidates must be able to fulfil this requirement of the role. The successful applicant will be required to use their initiative to keep their areas of responsibility running smoothly.

If you feel you have the necessary skills, experience, ability and commitment to succeed in his role, we want to hear from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Val Wigham', with a horizontal line underneath it.

Val Wigham  
Principal

## Job Description

**Payscale:** N3

**Responsible to:** Subject Lead

**Responsible for:** N/A

**Job Purpose:** To provide technical support to the teaching departments as required.

### Main Responsibilities:

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### General

- 1 Teaching Aids and Resource Materials, to include:
  - (a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
  - (b) checking items for class use in order to ensure that they are functional and sufficient in quantity;
  - (c) checking that the above items are returned for each class;
  - (d) constructing simple equipment/apparatus;
  - (e) care and appropriate handling of resources.
- 2 Care, Maintenance and Repair of Equipment, to include:
  - (a) visual checking and routine cleaning/care of equipment; including specialist equipment
  - (b) returning equipment to storage as soon as practicable;
  - (c) undertaking simple repairs;
  - (d) advising line manager if more substantial repair or maintenance has to be carried out.
- 3 Control, Storage and Disposal of Materials, to include:
  - (a) maintaining stock levels and advising line manager of items and quantities required;
  - (b) ensuring safe and secure storage of materials;
  - (c) safe disposal of waste materials.

- 4 Care and Maintenance of Teaching Environment, to include:
  - (a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
  - (b) keeping cupboards stocked, tidy and labelled.
  - (c) Ensure that all health and safety protocols are adhered to.
- 5 Display and Demonstration Work, to include:
  - (a) setting up equipment/apparatus and materials for demonstrations as requested;
  - (b) checking that the above is functioning correctly.
  - (c) Assist teaching staff when displaying work for GCSE & A-level moderation or promotional evenings.
- 6 Liaison with Teaching Staff, to include:
  - (a) advice on the availability of equipment, materials and other resources;
  - (b) To transport equipment between teaching staff that requires assistance or specialist equipment.
- 7 Administration
  - (a) To assist with ordering of materials under the guidance of the Head of Art & Design
  - (b) To check incoming deliveries, to unpack and distribute as necessary
  - (c) To issue materials as required.
  - (d) To maintain a suppliers database
  - (e) To review the inventories of resources Health and Safety requirements
- 8 Health and Safety requirements
  - (a) To be responsible to the Art & Design team for health and safety matters and to carry out Risk and COSHH assessments as required by the Trust Estates Manager
- 9 Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding, child protection and promotion of wellbeing of children and young people. Take appropriate action where required.
- 10 To promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
- 11 To be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person and ensuring that accurate records are maintained.

## Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	Previous experience working as a technician either in a school or other setting, or be able to offer evidence of ability to undertake duties as outlined within the job description.
2	Effective ICT skills.
3	Effective organisational skills with the ability to prioritise to meet deadlines.
4	Flexible approach to work with the ability to work effectively as part of a team supporting in departments across the school.
5	Effective written communication skills.

#### Desirable

6	Previous experience working with children and young people.
7	Previous experience working in a school setting.
8	A relevant qualification in an Art or Technology discipline.
9	Knowledge of health and safety legislation including ability to support the department in carrying out and responding to risk assessments.

### Part B: Assessment Stage

Criteria outlined in the application stage criteria and the criteria below will be further explored at the assessment stage:

#### Essential

1	Effective oral communication skills with the ability to relate well to children and adults.
2	Ability to prepare and maintain equipment and materials for lessons.
3	Ability to identify work priorities and manage own workload within agreed parameters.
4	Ability to maintain accurate work records and databases.
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"><li>• motivation to work with children and young people</li><li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• emotional resilience in working with challenging behaviours</li><li>• attitude to use of authority and maintaining discipline.</li></ul>
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
7	This post will involve the setting up and dismantling equipment and resources as a regular requirement of the job, therefore the ability to meet this requirement is essential.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes

## Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service including Childrens' Barred List check*
2	Additional criminal record checks if applicant has lived or worked outside the UK
3	Satisfactory medical clearance
4	A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment)
5	Qualifications as outlined on application form

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

### Selection Processes and Covid-19

The selection process will take place on-site as far as possible. Candidates invited to interview will be forwarded a copy of the risk assessment outlining health and safety precautions that will be in place. Candidates who have increased susceptibility to adverse effects of Covid-19 will be asked to contact us in order that individual risk assessments can be conducted. Alternative arrangements will be considered for candidates who fall within the 'Clinically Extremely Vulnerable' groups.

## **Additional Information for Applicants**

### **Terms and Conditions**

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

### **Probationary Period**

New entrants to Kenton Schools Academy Trust are subject to a six month probationary period.

### **Working Hours**

The working hours for this post are 16 hours per week. The post is all year round.

### **Annual Leave Entitlement**

The annual leave entitlement for the post for full time, fully year staff is 24 days, rising to 28 days on completion of 5 years continuous local government service. Annual leave must be taken within school holiday periods. The school operate a closedown between Christmas and New Year and the appropriate amount of leave is deducted for this period. Annual leave pro rata to 16 hours per week will be 77 hours pa for those with less than 5 years services and 89.5 hours for those with more than 5 years' service.

### **Pay and Grading**

The grade of the post is N3, equivalent to local government pay spine points 3 -4, with current corresponding full time salary of £18,562 to £18,933 pa. Pro rata to hours worked, the actual salary range is £8,027 to £8,187 pa. Please note there is a pay award pending expected to be a minimum of 1.75%.

Starting salary will be depend upon current pay, and progression through the pay range takes place on 1 April each year until the top of the grade is reached. Where 1 April falls within the probationary period, the increment will be deferred until 1<sup>st</sup> of the month following successful completion of the probationary period.

### **Safeguarding**

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people in all our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

### **Equal Opportunities**

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

### **Pension Scheme**

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

## **How to Apply**

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete the online form via [www.tes.com/jobs/](http://www.tes.com/jobs/) selecting 'Quick Apply' or download an application form from our website [www.studiowestnewcastle.com](http://www.studiowestnewcastle.com) and return it to [human.resources@kenton.newcastle.sch.uk](mailto:human.resources@kenton.newcastle.sch.uk)

**Closing date:12.00 Noon on 17 January 2022**