

Applicant Pack

To be read in conjunction with our 'Joining our staff' brochure



Outstanding Achievement for All

Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield Teaching School Alliance. The school sits within a new building with a full complement of facilities.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.silverdale-chorustrust.org

Art Technician

Salary: Grade 3 SCP 5-6 £19,312 – £19,698 (Pro Rata £4,911 - £5,009)

Permanent – 11 hours per week / 39 weeks per year

To start: 1 September 2021

About this vacancy

This is an exciting time to join Chorus Education Trust working at Silverdale School. We are seeking an Art Technician who will work under the direction of the Head of Art to provide departmental support in this forward-thinking subject area.

The successful candidates will have a flair for art and will need to be organised, methodical and flexible in their approach to tasks performed.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Jill Rishworth (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 27 June 2021.**

Interviews to be held: **week beginning 5 July 2021.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Art Technician
Profile:	
Grade:	3
Grade spinal point range:	5-6
Accountable SLT post:	Business Support Services Manager
Line Manager of post holder (if different):	Head of Art
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Teaching Staff & Other Support Staff
Holiday and sickness relief by/for:	By and for other AD&T Technicians
Purpose of job:	To provide specialist support in the Art Department, including unsupervised preparation and maintenance of faculty resources and equipment and providing support to staff and students.
	This post may work across the Trust schools.
Version revised:	September 2020

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

Key Responsibility Areas:

- Under the guidance of the relevant Head of Department have day to day responsibility for the materials, resources and equipment within the department, maintaining these to the standards expected by the school, Trust and appropriate external bodies

Duties will vary depending on the school but may include, but not be limited to:

Support for Students

- Support students in accessing appropriate resources, materials and learning activities under the guidance of relevant teaching colleagues.

Support for Teachers

- Providing support in preparing materials and resources for lessons under the direction of teaching staff
- Create and maintain a safe, orderly and productive working environment
- Maintain suitable levels of materials and stock for activities to be undertaken under the guidance of teaching staff.
- Timely and accurate preparation and use of specialist departmental equipment/ resources/materials as required by staff/the curriculum/ lesson planning documentation.
- Maintain accurate records as required by the department
- Assist with the display and or storage of students work
- Ensure a healthy & safe working environment for both staff and students in line with school expectations and health & safety working practices.

Support for the Curriculum

- Monitor, manage and order stock and supplies, under the direction of the Head of Department
- Maintain departmental risk registers, asset registers & inventories etc.
- Maintenance of specialist equipment & resources, check for quality/safety, undertake safety checks, cleaning, repairs/modifications within own capabilities and report other damages/needs
- Maintain safety records and review risk assessment documentation as required
- Ensure departmental display boards, safety notices and leaflet displays etc. are kept up to date as directed by the Head of Department
- Adapt to the changing needs of the department and the school curriculum

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Art Technician

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a school or education environment		✓	A / I
Experience in working in an art related role		✓	A / I
Competence in the use of a range of departmental related products and equipment	✓		A / I
Basic IT skills in Microsoft Office	✓		A / I
Experience of working with and supporting others	✓		A / I
Demonstrates the capacity to make sound judgements consistently	✓		A / I
Ability to identify and manage competing priorities/manage own workload	✓		A / I
Ability to maintain accurate records and inventories	✓		A / I
Knowledge of relevant policies, codes of practise and legislation, including health & safety legislation and risk assessments		✓	A / I
Ability to lift and move equipment and resources		✓	A / I
Qualifications and other skills			
GCSE Grade 1C (or equivalent) or above in English & Mathematics	✓		A
First Aid Training		✓	A
Interpersonal skills			
A professional role model	✓		A / I

Be able to work calmly under pressure both alone and as part of a team	✓		A / I
Be flexible, self-motivated, committed, reliable and approachable	✓		A / I
Be able to offer assistance to students and staff on practical elements of the art curriculum.	✓		A / I
Have a willingness to contribute to the broader aspects of school life.		✓	A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I / Ref