



School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Title:	Expressive Arts Technician
Reports to:	Head of Expressive Arts
Liaising with:	Staff and Students
Working time:	37 hours per week, 39 weeks per annum including 5 training days
Grade:	Scale 4 Point 8 (£13.46 ph) to Point 11 (£14.34 ph)
Purpose:	To provide effective technician support to the Expressive Arts curriculum areas of Art, Music and Drama. To take the lead in maintaining and renewing displays around the school for all departments

General Responsibilities

- To prepare materials and resources for the teaching staff in the Art department.
- To promote safe working conditions for students and staff alerting line manager and Resources Manager of any suspected breaches
- Maintain level of stock for department – ordering as necessary.
- Checking in deliveries to pass for payment, and distributing or storing.
- Maintain a library of catalogues and instruction manuals for equipment used within the departments.
- Use a range of ICT software and imaging hardware.
- Prepare an inventory of resources for each area disposing of old / obsolete / dangerous equipment as necessary after checking that it's disposal is recorded on the central asset register in Finance

Specific Responsibilities

Art / Music / Drama

- Prepare materials for practical lessons and maintain stocks for future lessons.
- Prepare materials for projects
- To ensure resources are clean and ready for use each day
- Mount and display students' work on a rolling basis.
- Assist in the display of events such as Art Exhibition
- Involvement in Music concerts and Drama productions

Displays

- Prepare and revise displays around the school for departments liaising with Heads of Department and Lead Technician as required
- Proactively look for opportunities to enhance displays around the school site and identify other potential areas that would benefit from updated displays