



PRIOR'S FIELD SCHOOL

Job Description for Creative Arts Technician (part time)

The position

To provide essential classroom support in the Creative Arts department.

The ideal candidate will have an appreciation for the arts.

Reports to the Head of Creative Arts

Specific responsibilities of the role include:

- Prepare classrooms for practical lessons and clear down afterwards.
- Organise and maintain art supplies including all ordering, deliveries and annual stock take.
- Mount and arrange displays of work as required.
- Liaise with staff, parents and pupils. Organise storage and return of work.
- Be the department focal point for health and safety regulations and risk assessments.
- General organisation for exams
- Organise stock and classrooms
- All recharges for Art and Photography (materials, printing, and trips)
- Booking trip tickets
- Invigilating both art and photography exams
- Organising the Inter House and GCSE/A Level exhibitions including:
 - Liaising with Accounts regarding prizes
 - Liaising with the Deputy Head Academic re rooming
 - Planning set up and take down in conjunction with the Estates team
 - Liaising with Marketing re event catalogues
 - All administrative tasks related to the event such as organising labels, hand in areas and catering.
 - Meeting and greeting guests as required.

Additional responsibilities of the role include:

- Becoming an integral member of each area of creative arts; art, photography and textiles.
- Contributing to the efficient and smooth-running of the department.

- Assisting on special events such as Open Days (1 per term) which sometimes take place on Saturdays and Art Exhibitions which may take place in the evening (currently only 1 evening each year).
- Being prepared to work on a broad range of tasks and lend their assistance to other colleagues if the need arises.
- Enjoying using their initiative and be happy to play a full part as a member of a lively and busy team.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	Essential	Desirable
Experience and qualifications		
An appreciation for the arts	x	
Proficient and experienced user of the key components of the MS Office Suite (training will be provided for the specialist software)	x	
High standard of written English, excellent proof-reading skills and a strong eye for detail	x	
Understanding of the UK independent education industry		x
Previous work experience in a UK independent school with a boarding element		x
Knowledge of GDPR	x	
Skills and competencies		
Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation	x	
Ability to manage a busy workload with sometimes rapidly shifting priorities	x	
Strong communication skills, both oral and written, and customer focus – excellent telephone manner	x	
Strong organisational and planning skills	x	

Effective time management skills and the ability to multi-task and prioritise work	x	
Ability to communicate complex or sensitive information and to draft complex or sensitive emails, letters and other documents to a professional standard	x	
Ability to identify problems with your own and others' work within the school, and to correct or report these issues as necessary	x	
Ability to have an awareness of activities taking place across the school to draw links and communicate and plan work accordingly	x	
Ability to solve problems that may significantly impact on others and for which the correct solution is not obvious	x	
Good work attendance record	x	
Personal qualities		
Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude	x	
An aptitude for and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges	x	
Enthusiastic and self-motivated – will actively seek to further the school's best interests	x	
Good sense of humour	x	
A creative mind with an ability to suggest improvements – problem-solving skills	x	
A passion for the transformational impact of education and an empathy with the school's aim and vision	x	

Terms of employment

Salary <ul style="list-style-type: none"> Dependent on experience
Hours <ul style="list-style-type: none"> 16 hours per week (working pattern to be agreed) Term time + 5 additional weeks in the school holidays
Benefits

- Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time.
- Staff have access to school facilities such as the gym and swimming pool.
- Free on-site parking is available.
- Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use
- Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff
- Cycle to work scheme
- Generous contributory defined contribution pension scheme
- Staff fee discount of 50% FTE (eligible after passing probationary period)
- Access to 24-hour counselling helpline
- The school supports professional development and training will be provided in specialist areas

Conditions

- The position is subject to DBS certification and satisfactory references being obtained