**FRIERN BARNET SCHOOL**

**Hemington Avenue, London, N11 3LS**

**Head Teacher: Mr S Horne**

**Art technician (Level 2)**

**Term time only, three days per week (16 hours) to include Wednesdays.**

**Salary: Grade B (FTE: £28,125 – 29,346) actual salary: £10,995 - £11,472**

**Closing date: 13 December 2024**

We are looking to appoint an excellent art technician to assist in the art department. The successful applicant will provide outstanding services to the faculty under the supervision of the head of art.

Friern Barnet School is an innovative and successful school, judged ‘Good’ by Ofsted in our most recent inspection. We are committed to the creative arts because they enrich the quality of our experiences, providing rewarding activities that inspire, inform, stimulate, challenge and entertain. We are hugely ambitious academically for our students but we also want them to live lives which are personally and socially fulfilling. In addition, we want them to develop a love for art, music, dance, theatre and culture, which will enrich the whole of their lives.

The school has a comprehensive induction programme and excellent professional development opportunities. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure Barring Service.

**Application forms and further details are available to download at** [**www.friern.barnet.sch.uk**](http://www.friern.barnet.sch.uk)**. Completed applications should be sent to vacancies@friern.barnet.sch.uk**

The closing date is 9.00 am on 13 December 2024 although we reserve the right to interview suitably qualified and talented candidates in advance of the deadline.

**Art technician**

Thank you for your interest in this position, which will be a key appointment in the further development of Friern Barnet School.

Enclosed are the following for your information:

* Current job description
* Current Person Specification

On our website you will find an application form and the school prospectus. All of this material will give you a clear impression of Friern Barnet School and its strong learning culture.

As the Head Teacher, I feel very privileged to be leading this community school; a school in which we all work together to ensure that all students, whatever their ability, can succeed, enjoying and excelling in everything they do.

The Governors and I look forward to receiving your application. Please note the closing date is at 9.00 am on Friday 13 December 2024.

Yours sincerely

Simon Horne

Head Teacher



|  |  |
| --- | --- |
|  | **Role Profile** |
|  |  |
| **Service:** |  **Art technician** |
|  |  |
| **Location:** | **Friern Barnet School** |
|  |  |
| **Job Title:** | **School Technician – Level 2** |
|  |  |
| **Grade:** | **B** |
|  |  |
| **Reports to:** | **Headteacher/Deputy Headteacher/Class Teacher** |
|  |  |

**1. Purpose of Job:**

To provide general support to staff and pupils in a specific curriculum or resource area, including the preparation and maintenance of resources and equipment

To supports pupils’ access to learning activities

Work under the direction of teaching staff or senior colleagues

**2. Key accountabilities/duties/responsibilities:**

Each school is organised differently, and the range of duties carried out will be different in each school. This section of the role profile gives examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

**Support for the pupils**

Support pupils in accessing learning activities under the guidance of the teacher

Communicate with pupils to provide information and assistance, solve straightforward issues and provide support for pupils’ learning

**Support for the teacher**

* Create and maintain a purposeful, orderly and productive working environment
* Prepare, maintain and use specialist equipment, resources, materials and/or systems as required by staff, lesson plans and the curriculum
* Support structured and practical activities for groups or on a one-to-one basis, including the use of technology
* Maintain records as requested
* Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards

**Support for the curriculum**

* Monitor and manage stock and supplies, cataloguing as required
* Maintain specialist equipment, checking for quality and safety and carrying out repairs or modifications within own capabilities, reporting other damages or needs

**Support for the school**

* Work within and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain safety and security and minimise disruption, for example security of data, hazardous materials
* Be aware of and adhere to risk assessments

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services the council delivers.



**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Service:** |  **Art technician** |
|  |  |
| **Location:** | **Friern Barnet School** |
|  |  |
| **Job Title:** | **School Technician – Level 2** |
|  |  |
| **Grade:** | **B** |
|  |  |
| **Reports to:** | **Headteacher/Deputy Headteacher/Class Teacher** |
|  |  |

|  |
| --- |
| **Knowledge, training and experience** |
| * Educated to NVQ level 2 / GCSE Grade A-C or equivalent experience
* NVQ 2 in relevant area or equivalent experience
* Knowledge of specific specialist equipment and materials
* Awareness of national curriculum in specialist area
* Knowledge of relevant policies and procedures such as child protection and health and safety
* Basic IT skills and knowledge of software to access and record information
 |
| **Skills** |
| **Planning, organising and controlling skills*** Work under the direction of teaching staff or senior colleagues
* Carry out duties that are specific in nature, for example, preparing, using and maintaining materials and equipment
* Generally limited requirement for forward planning beyond day-to-day activities, may plan a

 week in advance |

|  |
| --- |
| **Communication and influencing skills*** Provide routine information to pupils and staff within defined guidelines
* Use language and concepts appropriate to the child’s age, stage of development, and culture
* Build and maintain effective working relationships with colleagues to ensure the

 appropriate level of service is provided* May demonstrate own duties to new technicians
 |
| **Initiative and innovation skills*** Work under the direction of teaching staff or senior colleagues to support learning by providing routine and straightforward technical assistance through the preparation and maintenance of teaching areas and specialist equipment, resources and / or materials for a specific curriculum or resource area
* Work within and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection
 |