



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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Art and Technology Technician

Band D SCP 4-5 (£10,298.01 - £10,485.61 Actual Salary)

Part-Time – Permanent (21 hrs per week, 39 weeks per annum – TTO plus teacher training days)

Job Start: ASAP

The Avon Valley School is an oversubscribed 11-16 school which is known for its aspirational and caring environment. Following our Ofsted Inspection in March 2023, we were graded a “Good” School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

We are looking to appoint a competent and highly motivated colleague to join our forward looking and successful art and technology faculty.

The role involves supporting the art/technology teachers as their technician: helping set up lessons, cleaning and tidying equipment, and ensuring that all resources within the department are kept fully stocked, in addition to supporting students with their work. There will also be an element of administrative support to the department incorporated into the role which will require adequate computer skills.

Closing date: Monday 25th September 2023

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Soon after the closing date

For further information, the application form and job description, please visit our website, or email: recruitment@avonvalleyschool.uk or telephone: 01788 542355, please note we do not accept CVs without an application form. Please send completed application forms to: recruitment@avonvalleyschool.uk

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

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Job Description

Job Title: Art/Technology Technician

Accountable to:	Faculty Leader of Art/ Technology	Line Managing:	N/A
Post type:	Permanent Part time - 21 hours per week	Salary/Grade:	Band D SCP 4-5 39 weeks - Term time only plus teacher training days
Liaising with:	Faculty Leaders		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school.
- Support and contribute to the achievement of every child's outcomes.
- Support and contribute to the safeguarding of all students.
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Broad Description

Working under direction and instruction, liaising closely with teaching and support staff in ensuring safe practices are observed at all times, to:

- Provide for general care of art/technology classrooms.
- Prepare materials and equipment for lessons etc.
- Maintain and provide for safe storage of stock (materials and equipment).
- Assist teaching staff with practical lessons where appropriate.
- Provide general clerical support and undertake basic record keeping as required.
- Prepare materials/resources for lessons, activities, demonstrations and exams, as instructed.
- Instruct students on use of specialist equipment and assist them with operation of such equipment.
- Assist students in the selection and collection of materials.
- Assist teaching staff with student supervision during practical work.
- Maintain a clean, safe and orderly working environment.
- Store tools/equipment/materials safely.
- Clean equipment, sinks, tables, whiteboards, cupboards.
- Inspect furnishings, machinery and equipment to ensure in good order and safe to use, reporting need for major repair or servicing as necessary.
- Provide advice to students on ideas for and structure of projects and portfolios.
- Assist with preparation of exhibitions, and displays, of students work.
- Routine day to day servicing of equipment.
- Monitor stock levels, ensuring appropriate stock is available.
- Maintain records and requirements for stock.
- Ordering supplies and equipment in accordance with financial regulations.
- Occasional clerical duties – e.g. record keeping, photocopying, filing, inputting data.
- Collect and record monies received (e.g. for cost of materials).

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Qualifications/ training and likely abilities

- Educated to at least GCSE level, or equivalent, in literacy and numeracy.
- To be able to write routine letters, take minutes, work with databases and maintain records.
- Able to communicate and exchange information, verbally and in writing, with a range of audiences.
- Good knowledge of the school, its organisation, activities and policies.
- Can undertake straightforward calculations and maintain records.
- Able to read and write messages and instructions.
- Competent in use of software and office equipment.
- Can operate a computer and have sound word processing skills.
- Able to undertake routine work or work within established procedures but without close supervision. Can solve straightforward problems. Able to make some decisions involving the use of judgement.
- Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school.
- Good organisational skills
- Be able to stay calm and on occasion deal with difficult students.
- Be a qualified first aider.

Resources

- To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, display and projects.
- To assist in setting up for practical lessons and demonstrations.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Responsibility for others

- The post has some impact on the well-being of individuals or groups (i.e. physical social, health and safety).

Responsibility for staff

- The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget

- The post has some direct responsibility for and is accountable for handling cash, invoices or equivalent or is accountable for a small budget.

Responsibility for physical resources

- The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

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Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for students as appropriate.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons' s/he is responsible for, or comes into contact with.

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum.
- Undertake any necessary professional development as identified.
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Undertake any other duties as reasonably required by the Headteacher.

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

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Person Specification Art/Technology Technician

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> • Hold GCSE Grade C or above in English and Mathematics • Good knowledge of the school, its organisation, activities and policies. • Previous office administration and accounts experience 	<ul style="list-style-type: none"> • First aid qualification • Experience of working within a school office environment 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> • Good numerical ability and data entry skills • Good working knowledge of Excel including formatting, calculations and formulas • Excellent written and verbal communication skills • A proven ability to multitask • A strong team player with a clear commitment to the development of an effective and efficient department • Be able to use initiative to organise and take responsibility for necessary tasks • Excellent telephone skills including the ability to deal with both suppliers and all stakeholders • The ability to research and find answers to problems • Attention to detail 		Interview
Personal qualities and skills	<ul style="list-style-type: none"> • Ability to co-ordinate and prioritise work • Operate office equipment • Remain calm in the presence of irate students and follow agreed guidelines for such situations • Be professional, confident, articulate, organised, efficient, discreet and flexible • Willing to utilise or learn new technology applications 	<ul style="list-style-type: none"> • Ability to ask for help if required • Concern for the welfare of the school community 	Application form and interview

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	<ul style="list-style-type: none">• Able to recognise importance of security and confidentiality• Able to work hours required or provide flexibility e.g. occasional additional hours if needed• Enjoy working with children and young people• Willing to undertake staff training and development courses, some of which may be outside normal working hours.	
Experience	<ul style="list-style-type: none">• Local Government procedures, preferably in an education setting• Working within a team of administrative staff	Application Form
Special Requirements	<ul style="list-style-type: none">• Excellent punctuality and attendance record• Willingness to participate in the extracurricular life of the school	References & selection process

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