



## **JOB DESCRIPTION**

### **Textiles Technician (Part Time)**

#### **The Position**

This is a part time position, reporting to the Head of Textiles. The post holder will provide practical and technical support in the classroom and administrative support for the Creative Arts Department.

#### **Post-holder Attributes**

- Highly organised with an eye for detail and a good appreciation of educational needs
- A confident user of a range of IT applications (though training will be given in the more specialist software in use in the Textiles Department)
- Able to use their initiative and take responsibility for their area of work
- Positive, enthusiastic, with a 'can do' flexible approach

#### **Duties and Responsibilities**

*The following areas have been identified as the main duties:*

- Prepare the classroom for practical lessons and clear down afterwards
- Organise and maintain textiles supplies
- Develop and maintain recharge lists for pupils
- Mount and arrange displays of work as required
- Help with exhibitions
- Assist with the administration of the Department
- Assist with the co-ordination of information between departments
- Liaise with staff, parents and pupils

*In addition to the duties set out above, the post holder is expected to:*

- Become an integral member of both the textiles department and other administration teams
- Contribute to the efficient and smooth-running of the School's administration
- Assist on special events such as Open Days and Creative Arts Exhibitions which may require some evening and weekend work

- Be prepared to work on a broad range of tasks and lend their assistance to other colleagues if the need arises
- Enjoy using their initiative and be happy to play a full part as a member of a lively and busy team

*The above describes the general nature and level of work being performed by the individual hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. Prior's Field reserves the right to change any or all content of this job description based on School's needs. The incumbent, if applicable, will be notified of any changes before they become effective.*

### **Conditions of Employment**

This is a part time position requiring 20 hours per week, currently organised as follows (incorporating half an hour for lunch each day – this time is unpaid):

- Tuesday 9:30 am to 16:15pm
- Wednesday 9:15 am to 16:15 pm
- Thursday 10:00 am to 13:00 pm
- Friday 9:00 pm to 13:15pm

It should be noted that the hours may change each academic year according to the requirements of the timetable.

- Some events may take place at evenings or weekends for which time in lieu will be given.
- The work is term time only plus 2 weeks, to be worked during the various school holiday periods as required and agreed with the Head of Textiles
- This post attracts four weeks paid holiday, which must be taken during school holiday periods
- The total number of weeks paid is 40 weeks per year (including holiday pay)
- Starting salary is expected to be £9 per hour.
- There will be a three month probationary period.
- The position is subject to DBS certification and satisfactory references being obtained
- There is a contributory stakeholder pension scheme, details of which are available from the school accountant
- The Textiles Technician will be able to enjoy a free lunch in the school dining room.

May 2017