

Position of
**ART & DESIGN TECHNICIAN
(SENIOR SCHOOL)**

Yarm School,
North Yorkshire



YARM SCHOOL

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



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THE ROLE

This is a one year post in the first instance. It is a technical position supporting the Head of Art and the Art team with the smooth running of a busy department. The successful appointee will be required to work closely with the teaching staff and have a good working knowledge of Art processes, techniques, equipment and materials.

The ideal candidate will have a background in Art & Design, a keen eye for detail and possibly experience of working in a similar environment.

ART DEPARTMENT

The Art Department at Yarm School has a vibrant and valuable place in the life of the School and its supportive and creative approach motivates pupils of all ages and abilities. Year on year we produce outstanding GCSE and A Level results and a high percentage of our A Level students leave Yarm School to study Art & Design related courses at University. Our former art students have gone on to become architects, product designers, graphic designers, textiles and fashion designers. One former student went on to become a clay modeller for Aston Martin and another is part of the design team for a BBC crime drama series. The department is Fine Art orientated with a strong emphasis on drawing, painting and art history; however, we are constantly developing our offering and looking for new ways to incorporate greater variety, in terms of media and techniques, into our schemes of work.

RESPONSIBILITIES

Responsibilities include;

- To carry out regular maintenance duties as specified by the Head of Art & Design.
- Helping to keep the Art Department clean and tidy, ensuring that equipment and materials are stored appropriately.
- To order and maintain equipment, materials, facilities and services in the Art & Design classrooms and Attic Studio.
- To manage the storage of materials, equipment and artwork efficiently.
- To prepare specialist materials and equipment for use in lessons.
- To assist with the curation of former pupils' work and to distribute work back to pupils, as required.
- To assist with reprographics and ICT administration.
- To provide technical support to staff and pupils with regards to ceramics, sculpture and printmaking - including mixing inks.
- To assist with Art & Design departmental displays and the preparation, and framing of artwork to be hung around the school site by the Estates Team.
- Assist mounting and display - of GCSE, AS and A Level Art & Design Exhibition, ready for moderation.

Stock Administration

- To assist with stock checks and ordering of materials under the guidance of the Head of Art & Design.
- To maintain a suppliers' database.
- To review the inventories of resources.
- To check incoming deliveries, to unpack and distribute/store as necessary.
- To maintain materials and equipment as required, ensuring each classroom is fully stocked.

Health and Safety requirements

- To be responsible to the Head of Art & Design for health and safety matters and to carry out Risk and COSHH assessments as required by the Estates Manager.

Training

- Specialist Art & Design training in newly developed areas of the curriculum could be made available
- Any other essential training such as training in First Aid & Safeguarding will be provided

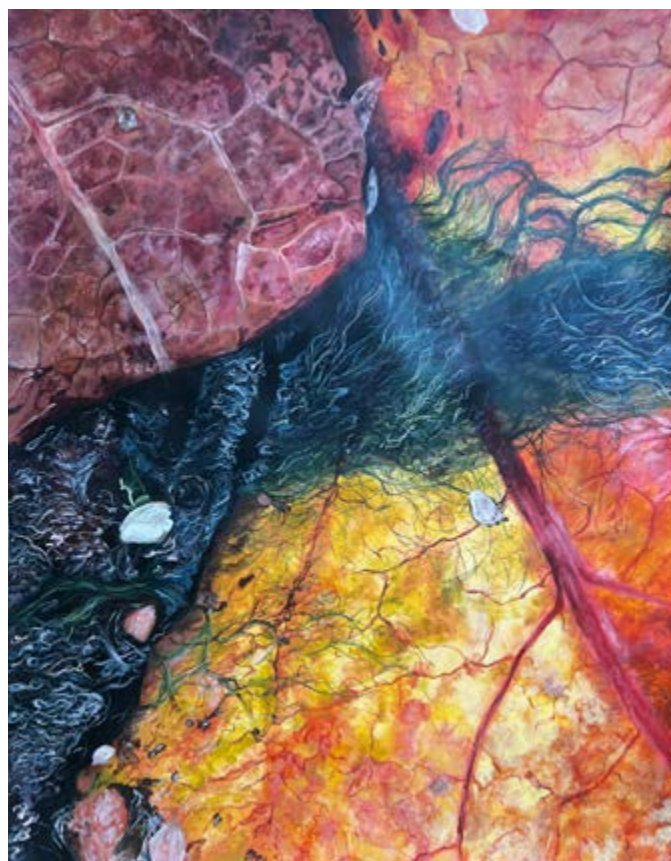
PERSON SPECIFICATION

Experience, Qualifications and skills:

- A basic understanding or experience in some aspects of Art and Design techniques.
- Art & Design based training would be highly beneficial, although specific qualifications are not necessary.
- Printmaking and sculpture skills (possibly clay & plaster) would be an advantage.
- Competent IT skills will be expected (extra training could be provided if necessary). Knowledge of basic Photoshop would be useful.
- Willingness to keep abreast of new techniques in identified specialist areas.

Personal Qualities we are looking for:

- An enthusiastic, proactive individual who is happy being part of a team but equally confident when asked to use their own initiative. Able to be self sufficient and drive small projects without requiring close supervision.
- Excellent communication skills and ability to build effective working relationships with staff and pupils.
- A good work ethic, with organisational and time management skills and the ability to meet tight deadlines.
- An appreciation of pupil's specific needs and a desire to play an active role within the life of the school.



THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

CONTRACTUAL MATTERS

- The successful candidate will be available to start 30th August 2023.
- One year fixed term contract
- 15 hours per week between the hours of 0800-1600, Monday to Friday, term time only (specific days & timings negotiable but flexibility will be required to work in line with the timetabled requirements of the Art Department)
- The post is salaried and agreed overtime will be paid at the School's discretion.
- The salary £10.62 per hour (approximately £6400).
- The successful candidate will be entitled to join the Yarm School Pension Scheme for support staff after a period of three months.
- Please note that the School operates a no-smoking policy on its entire site.

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

APPLY

The application form is available on the [Yarm School website](#).

Deadline: Tuesday 6th June, 2023

Interviews for shortlisted applicants will follow in the week commencing 12th June 2023. The School reserves the right to interview and/or appoint earlier than the stated deadlines.

All applicants must use the Application Form provided, together with submitting a covering letter to the HR Department, explaining why the applicant is suited to the post; CVs may also be submitted but are not a substitute for the Application Form. Download the full job description, application form and application process below. All applications must be sent via email to HR@yarmschool.org

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