

Technician - Art Job Pack



CRAMLINGTON LEARNING VILLAGE



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via recruitment@cramlingtonlv.co.uk

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving
11-18 Secondary School of 2035 pupils including 312 in the Sixth Form

Post Title: Technician - Art
Salary: CLV Band 3 £24,790 to £25,183 pa FTE
(£11,561 - £11,745 pa actual) Pay Award Pending
Contract: Temporary, term time only contract until 17 July 2026
20 hours per week plus 5 call in days

We are looking to appoint a well-qualified and highly skilled technician to support the Art department. The person appointed will support teachers and students within practical aspects of their work across the Art Curriculum. Experience of working with a wide range of materials and processes would be beneficial. Art is a very popular subject area for students and the technician needs to liaise effectively and consistently with staff in the department each day, accurately assessing their requirements in terms of materials, equipment and support.

Full training and certification will be provided as well as comprehensive training in specialist equipment.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting recruitment@cramlingtonlv.co.uk, to whom completed application forms should be sent to arrive no later than 9am on Monday 16th June 2025.

Job Description

Job Title: Technician - Art

Salary: CLV Band 3

Contract: Temporary, term time only contract until 17 July 2026
20 hours per week plus 5 call in days

Duties and key result areas:

1. To prepare materials, resources and set up equipment for use in lessons. This may include but is not limited to: cutting slabs of clay, cutting lino and setting up printing equipment, making year group sets of sketchbooks, mixing and disposing of darkroom chemicals, downloading and uploading photographs from memory cards onto Google Drive, mixing of papier mache etc. Monitoring of equipment with specific health and safety requirements (Lino tools, craft knives).
2. To carry out a weekly audit of renewable and non-renewable equipment, materials and resources.
3. To support with the ordering of materials, stocktaking and checking all deliveries of resources.
4. To update and reconcile department budget records.
5. To keep tools and equipment in good working order; including routine maintenance and annual repairs of specialist machines and equipment such as printing presses, kilns, sewing machines, cameras, photography lighting equipment, darkroom enlargers etc.
6. To take responsibility for management of Health & Safety checks to all machines and classroom environments, including updating subject specific Art Department risk assessments.
7. To carry out routine maintenance of classrooms, equipment and additional rooms, including the safe disposal of waste materials (solvents and darkroom liquids).
8. To undertake enquiries and routine communication with suppliers of materials and specialist equipment.
9. To organise and store materials, resources and equipment in stock cupboards.
10. To retrieve and clear away materials and equipment to support the smooth running of lessons.
11. To mount student work for display.
12. To put up Department displays under guidance from staff.
13. To support with GCSE and A Level Art and Photography exam preparation - supporting staff and students with technical requirements and supervision of machinery/tools as required for their individual projects.
14. To support extra curricular sessions for students as required.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements	Learning spaces in Art. Use of machinery and manual labour work.
Transport requirements:	Required to use own transport to attend meetings both within and out of the County.
Working patterns:	Normal hours but need to also work 'out of hours' as necessary.
Working conditions:	Normally indoors.

Person Specification: Technician - Art

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (T) ability tests, (Q) personality questionnaire, (G) assessed group work, (P) presentation, (C) recruitment checks

	Essential	Desirable
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Knowledge & Qualifications Assessed By: A,L,I	<ul style="list-style-type: none"> • To possess a wide bank of knowledge of art and practical subjects • Able to transfer knowledge to staff and students effectively • To be able to demonstrate how areas within each department are kept safe and maintained as per risk assessments and health and safety guidelines 	<ul style="list-style-type: none"> • Art Qualification at Level 3 or higher
Experience Assessed By: A,L,I	<ul style="list-style-type: none"> • Confident preparing art materials and supporting in practical subjects • To be able to communicate with a wide range of staff and students ensuring that the information they are giving is clear and effective • Be able to work on own initiative and as part of a team • Able to plan and lead clubs and sessions for groups of students focussed on practical skills 	<ul style="list-style-type: none"> • Teaching small groups or classes
Skills & Competencies Assessed By: A,L,I	<ul style="list-style-type: none"> • To be able to analyse operations and tasks ensuring a high level of consistency and reliable outcome • To be able to manage the physical demands of the post within the Art department • Be flexible, resilient and resourceful • Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict 	
Disposition Assessed By: A,L,I	<ul style="list-style-type: none"> • Willingness to take and act on advice • High expectations of oneself and of students • A commitment to and interest in the wellbeing, support and achievement of students • Energy and enthusiasm • A belief in teamwork and co-operation with adults and students • A willingness to challenge oneself to seek continuous improvement • To be positive about the need for innovation and change • Flexibility, imagination and resilience, reliability and integrity • To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. 	<ul style="list-style-type: none"> • Interested in further professional development





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