

# JOB DESCRIPTION

**POST TITLE:**           TECHNICIAN – CREATIVE SUITE /  
                                 DIGITAL PRINTING

**POST NUMBER:**    WREQ3586

**GRADE:**             HAY 10

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## JOB PURPOSE

To provide technical support to the Creative Arts Workshops in the Art and Design Division within the Faculty of Creative Arts.

## KEY TASKS AND DUTIES

Duties generic to all Creative Arts Technicians:

- To maintain and provide technical support for area/s of specialism, including testing and setting up equipment.
- To supervise, advise and demonstrate to students' technical skills and have oversight of their use of equipment.
- To undertake servicing and maintenance of equipment where applicable and to arrange repairs.
- To prepare resource areas and teaching aids for staff.
- To supervise through collaboration with academic staff, the ordering and control of consumable materials and equipment as required by the area and maintain an inventory.
- To set up and maintain computer and computer print systems to ensure that they work at an optimum level of performance.
- To have an interest in new and emerging technologies in the appropriate subject area.
- To abide by and work within the College Health and Safety Policy and ensure students also work within the policy.
- To assist with internal and external activities such as open evenings, shows, exhibitions and performances.
- To comply with Information Security requirements, in line with Weston College policy.
- To undertake other duties that may be required and are commensurate with the grade of post.

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## SUPERVISORY RESPONSIBILITY

The post holder may be required to give technical instructions to students and other approved users in the specialist area/s.

## SUPERVISION RECEIVED

Day to day supervision will be exercised by the appropriate Curriculum Manager. Overall, the post holder is responsible to the Dean of Faculty for Creative Arts.

## HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

*N.B – some aspects of the job are physically demanding including, the building of Summer Shows, setting up PA/lighting equipment for performances, and construction to studios.*

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

## **SALARY**

Hay 10 Scale, Points 18 – 21:      £18,696.00 to £20,835.00 per annum.

## **HOURS**

Hours of attendance:      Full-time, 37 hours per week

Annual Leave:      281.5 hours per annum inclusive of statutory bank holidays and company closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
A National Diploma or equivalent Level 3 qualification in Creative Arts.	✓	
A Higher Education Qualification which is appropriate to the work.		✓
Up to date knowledge of current computer hardware, networking and software applications.	✓	
Relevant industry experience.		✓
Highly motivated.	✓	
Excellent organisation skills.	✓	
Ability to work as part of a team.	✓	