



Art Technician – Part Time - (12 hours per week)

Permanent, Term Time Only

Required from January 2025

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Provided as a separate document on the website:

- Application Form

The Appointment

A vacancy has arisen for an Art Technician to join our department from January 2025. The department is based at the Senior School in Sheffield. Art is a popular subject at Birkdale, with a generation of artists emerging who are producing a tremendous range of exciting and highly skilled work. There is a culture of art appreciation and debate growing within the school.

Our Art department has enjoyed a great deal of success in the public exams, with a high percentage of students getting top grades at GCSE and A level. Many pupils now choose art related subjects to study at university including Fine Art, Architecture, History of Art, Graphics, Theatre Design.

We are looking for an Art Technician to work in our department for 12 hours per week, term time only. The exact days will be discussed at interview stage. The role will support our art department and its teachers.

Job Description

Technician Weekly Jobs

- Organise print room and central store room.
- Re-stock paints and brushes in all rooms.
- Ensure all books are on shelves and in good order.

Technician Daily Jobs

- Ensure the paper store is neat and in good order.
- Prepare and restock paints, make sure brushes are cleaned and in good condition. Keep a check on all materials.
- Make regular stock checks on materials and reorder if necessary.
- Collect and prepare materials before lessons and help tidy away materials after lessons.
- Give technical advice to pupils using ICT equipment, printing press and be around if equipment is being used.

Technician Termly Jobs

- Clear out all rubbish and prepare art rooms for the following term.
- Preparing displays and new exhibitions in the School.
- Order materials for the following term.
- Stock check.
- Ensure Health and Safety documents are up to date.

Person Specification

- Be able to prioritise work effectively and remain calm under pressure.
- Have excellent interpersonal skills.
- Display commitment to the protection and safeguarding of children and young people, and be able to form and maintain appropriate relationships.
- A mature and flexible outlook, with a can do attitude.
- Pride in their work and a high level of attention to detail.
- Have a creative/artistic flair.
- Be in sympathy with the strong Christian ethos of Birkdale School.
- The ability to work accurately.
- Previous experience of working in a school environment would be desirable.
- Ability to interact well with children and adults alike.
- A good standard of education to include 3 GCSEs at C or above including English and Maths or equivalent, or evidence of a good standard of literacy/numeracy.

School Information

What sort of a school is Birkdale?

Birkdale is a very successful and friendly day school of 750 pupils from 4-18. Birkdale became a co-educational school from PP1 (Reception) to P1 (Y3) from September 2020 with girls joining the Senior School from September 2024. Since its foundation in 1904 it has grown and flourished. The school is situated in the heart of Broomhill, Sheffield and attracts pupils from Sheffield, Rotherham, the Peak District and surrounding areas.

The school has three sites in south-west Sheffield: the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School, and the playing fields at Castle Dyke. In September 2023, S.Anselm's Preparatory School, a 3-13 (Reception to Y8) boarding and day school in Bakewell, joined the Birkdale Family of Schools.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head is also a member of the Society of Heads. The Heads of the Preparatory Schools are members of IAPS (The Independent Association of Preparatory Schools).

Birkdale's Values and Vision

At Birkdale our mission is to deliver a strong academic education through outstanding individualised teaching, inspiring all pupils to achieve their personal best. Our rounded education enables pupils to pursue a wide range of interests which will equip them with skills and values to live a successful, fruitful and fulfilling life. All of this is underpinned by a strong Christian ethos, where everyone is treated with care and respect.

Academic Excellence

To provide the best academic education for each individual pupil, which will enable them to achieve their full potential and equip them for the rest of their life. At Birkdale there is a dedicated team of outstanding academic specialists that deliver high quality expert teaching in a wide range of subjects in an aspirational and supportive environment.

Rounded Education

At Birkdale there is a strong emphasis on enabling pupils to develop their whole selves, with the help of a broad range of activities that extend far beyond the academic curriculum. Birkdale's vision is that each pupil is educated as an individual, including spiritual, moral, social, and cultural development, enabling them to be well-equipped for life.

Christian Ethos

Birkdale is a Christian school that warmly welcomes both Christian and non-Christian staff and pupils. The Governors and Senior Leadership of the school seek to lead under the authority and love of Jesus Christ. They actively promote and expect all staff and pupils to live by the School's values which are drawn from the Christian faith: Respect; Humility; Integrity; Courage and Compassion. The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere.

Please see the school website for additional information.

Key Terms and Conditions

- This role is working term time only, which is 35.6 weeks per year, inclusive of 2 inset days,
- **Salary** will depend on experience and qualifications, and will be between point 21 and point 23 of the Birkdale non-teaching pay scale which is FTE between £24,111 to £25,463. The salary will be pro rated to take into account the role being term time only and part time to £11,462 to £12,105.
- Working 12 hours per week- which can be flexible across Monday to Friday during the school day.
- **Pension:** Birkdale offers an attractive private pension scheme APTIS with Aviva which is open to all staff.
- **Sick pay:** The company sick pay scheme, provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness
- **Additional Benefits:** Death in service and access to additional wellbeing and health support including unlimited, 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- Staff are entitled to a **remission of school fees** amounting to 67% for full-time staff and pro rata for part-time staff.
- During term time, lunch is provided to staff on site.
- Car parking is available on site.

Application Procedure

1. A cover letter **addressed to Alicia Webster, HR** of no more than one side of A4 explaining why you would like this role and the skills and experiences you can bring to it (minimum font size of 11)
2. A completed Birkdale School application form which includes the names, addresses, e-mail addresses and telephone numbers of two referees

Closing date for applications – 27th December 2024 at 4pm

Interviews – Week beginning 6th January 2025

Email your application to: Alicia Webster at Recruit@birkdalschool.org.uk by the closing date of Friday 27th December 2024.

For an informal discussion regarding the role and part time hours please do not hesitate to contact Alicia on 01142 66 8408 ext 646

Applicants who do not provide a Covering Letter and Application Form, as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at Recruit@birkdaleschool.org.uk

Due to Safer Recruitment in Education guidance, it is necessary that all applicants for any of our roles in School, complete an application form.

Pre-employment checks:

The Birkdale Family of Schools are committed to safeguarding and promoting the welfare of our children and young people. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE Birkdale School will conduct an online search for all shortlisted candidates.

Equal Opportunities Statement:

At the Birkdale Family of Schools, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and pupils. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential. We are *stronger together*.