



Art Technician Candidate Information

January 2024



**CHELTENHAM
BOURNSIDE
SCHOOL**

Inspiring lives
through learning



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Human Resources on recruitment@bournside.gloucs.sch.uk I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. ***The deadline for applications is 9:00am on Monday 19th February 2024.***

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher



CHEL TENHAM BOURN SIDE SCHOOL

Art Technician

Start date: May 2024

Salary: E4-8 (actual salary
£19,832 -£21,194)

Contract: Permanent, Full Time,
37 hours per week, 39 weeks per
year (term time plus INSET)

A fantastic opportunity has arisen to work within the Art and Design Department at Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



Applications by:
9:00am Monday
19th Feb 2024

We are looking to appoint a Art Technician to support the smooth and safe operation of the Art and Design Department.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | recruitment@bournside.gloucs.sch.uk |



Job Description

Art Technician

Post title: Art Technician

Responsible to: Head of Art and Design

Working Hours: 37 hours per week

Working Weeks: 39 weeks per year

Contract Type: Permanent, Full Time

Salary: Grade E4 – E8 (pro rata actual salary £19,832 -£21,194)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

To support the smooth and safe operation of the Art and Design Department.
To support the provision of a positive learning environment by maintaining a high standard of visual display, under the leadership of the Head of Art and Design.

Specific responsibilities

- The organisation and maintenance of the art studios, resources, equipment and consumables; including the art library.
- The maintenance of a high standard of the department display and presentation in collaboration with the Head of Art & Design.
- The organisation and maintenance of specialist ceramics equipment, including support with processing clay, glazes and kilns.
- The organisation of the departmental digital equipment including: digital cameras, laptops, memory storage or transfer devices, speakers, amplifiers, photocopiers and printers.
- Undertake photocopying, general administration and correspondence for department.
- Collecting and accounting for money for materials.
- Support the department with any additional administrative needs.
- Collaboration with ICT support as necessary.
- Preparation and tracking of orders for the department.
- Collection of deliveries, liaising with suppliers, school finance office and school reception.
- Support for teachers during specific lessons or with special art projects.
- Support for teachers in creating learning resources.
- Ensuring Health and Safety/Fire safety compliance in the Art & Design department and maintaining the department record file and audits.
- Advising the Head of Art & Design on all matters relating to the role.
- Answer routine telephone calls and face-to-face enquiries.
- Meeting with visitors, staff and students.
- Set up teaching spaces and meetings spaces. Reconfiguring furniture layout and equipment



as necessary.

- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person Specification

Art Technician

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Qualification related to the Art sector	<ul style="list-style-type: none">Qualification related to 3D Art
Experience, understanding, and knowledge	<ul style="list-style-type: none">Experience of working within a role in the Art sector.Awareness of Health and SafetyExperience of Using ICT	<ul style="list-style-type: none">Experience of working within educationExperience of working with clay and kilnsKnowledge of safeguarding proceduresDesire to participate in development and training opportunities
Personal qualities	<ul style="list-style-type: none">The ability to work in a dynamic teamCommunication skillsOrganisational skillsApproachabilityThe ability to be flexible and reactive to support colleagues.	



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



We are...

AMBITIOUS

We aim for the very best in all we do

CURIOUS

We have enquiring minds and are not afraid of challenge

PROUD

We celebrate everyone's effort and achievements

PURPOSEFUL

We persevere to achieve our goals and aspirations

RESPECTFUL

We care about each other and believe in equality and kindness

SUPPORTIVE

We make a positive difference to each other's lives



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