

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Creative Arts Technician: Visual Arts & Design (0.5) – 3D Specialism

Term time contract over 39 weeks per year

Directorate of Creative Arts

VBSS21.31

1. The Appointment

The Creative Arts Department, has a wide range of vocational programmes from Entry Level to level 3 including both vocation qualifications and an apprenticeship programme. The Creative Arts department comprises of Media, Music, Art and Design and Performing Arts provision and has its own commercial theatre.

As Technician for Art and Design you will have a specialism in the areas of 3D (wood, metals, plastics, knowledge of clay would be beneficial but not essential). Additionally with the other technicians in the team, you will also be able to support the wider aspects of the art and design curriculum. As such you will be responsible for supporting staff and learners across the curriculum area and assist in various art and design processes, primarily within 3D.

You will be responsible for the maintenance, distribution and storage of consumables, tools and equipment related to the vocational area. You will manage an effective and efficient storage system, maintain specialist tools, equipment and machinery to ensure staff and students have access to working and maintained resources at the right time for delivery and projects. It will be essential that you have knowledge and experience of using 3D machinery and tools safely and are able to show others how to use these.

You will be responsible for ensuring all equipment is logged in and out and is ready for collection and return at agreed times and ensure that all equipment is fit for use and returned in good working order.

You will support delivery teams and student groups by setting up and preparing in advance, a variety of resources and teaching aids. You will manage the safe operation of specialist facilities and ensure all resources, facilities and equipment comply with Health and Safety regulation. You will also ensure all specialist areas and facilities are clean and tidy and comply with Health and Safety regulations.

You will ensure all equipment is maintained and ready for use and be required to undertake essential minor maintenance tasks.

You will be responsible for updating health and safety documentation (e.g. Risk Assessments and CoSHH) and follow health and safety guidance.

You will assist the teaching teams in preparation of equipment, areas and workshops as well as supporting staff and students with the use of such equipment and processes within workshop settings. You may supervise students whilst they complete tasks out of session time.

Being able to drive would be an advantage but not essential.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To manage the 3D and wider art and design area in order to support the delivery of a range of art and design related courses.
- b) To support the management of other specialist facilities and specialist areas and equipment within Art and Design and on occasion the wider Creative Arts area.
- c) To set up specialist 3D hardware, equipment and tools.
- d) To competently and safely use machines and equipment such as vertical saws, sandblasters, enamel kilns, brazing hearth, spray booth, scroll saws, vac former and other similar 3D related machinery.
- e) Maintain and clean equipment and organise specialist maintenance as required.
- f) To support delivery teams and student groups by setting up a variety of resources and teaching aids, supporting tutors and students within workshop settings.
- g) To manage the storage and distribution of equipment and resources.
- h) To operate an effective system for distribution and a returns system for specialist equipment used by students and / or staff.
- i) To keep an effective signing out / in system for all equipment.
- j) To ensure all equipment is stored safely and securely.
- k) To ensure the correct PPE is utilised at all times.
- l) To assist in the preparation of teaching aids, equipment and materials in the organising of workshops/practical areas.
- m) To inspect, repair and maintain relevant equipment and to carry out routine maintenance of relevant equipment. Where more major maintenance or repair is required, liaise with the appropriate manager to ensure a timely resolution.
- n) To advise on ordering a range of specialist consumable materials and resources as required.
- o) To organise the storage and stock control of all relevant materials, checking deliveries with delivery notes and storing equipment.
- p) To keep an up to date inventory of store stock and to organise the storage and stock control of all relevant materials, checking deliveries with delivery notes and storing equipment.
- q) To maintain a range of specialist studios and equipment including the 3D room as well as other art and design specialist areas where required. Produce maintenance schedules as and when required, keeping to deadlines.
- r) To meet regularly with staff in order to identify key tasks and roles e.g. attend team meetings.

- s) To advise staff and learners in safe working practices and manage health and safety documentation. Attend H&S meetings.
- t) To construct and prepare teaching support materials.
- u) To provide basic instruction to students on appropriate skills or equipment relating to the vocational area that will support students' learning.
- v) To help with any relevant enrichment activities and work with other staff to support events e.g. open evenings/days or projects such as the Arts Festival.
- w) To prepare and assist with student exhibitions, performances, displays, showcase events, competitions, both internally and externally as required.
- x) Support trips and visits.
- y) To maintain and update as necessary wall and corridor displays and noticeboards.
- z) To adhere to and enforce appropriate Health, Safety, Environmental legislation, COSHH and Fire Precaution requirements.
- aa) To carry out Health and Safety audits in the workplace and complete any actions as required
- bb) To meet regular with staff in order to identify key tasks and roles.
- cc) To ensure the store and specialist areas are clean, tidy and fully comply with Health and Safety requirements.
- dd) To participate in staff development activities and meetings as required.
- ee) To maintain learner discipline and support delivery staff in recording learner attendance progress and achievement.
- ff) To assist in portfolio presentation and preparation for assessments, interviews or verification.
- gg) To collaboratively work with curriculum and support areas across all college teams, contributing to meetings, planning, development, review and evaluation of training provision.
- hh) To work with students on a 1:1, small group or whole group basis to support their learning and development within Creative Arts.
- ii) Any other duties that may reasonably be regarded as commensurate with the responsibilities.

2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Level 4 qualification or higher in a related area e.g. degree		✓
Level 3 qualification in a related area	✓	
Maths to at least level 2	✓	
English to at least level 2	✓	
IT to at least level 2		✓
Experience		
Experience of working in an industrial or educational setting, working with woods, metals and plastics and associated machinery and tools.	✓	
Experience of the safe use and maintenance of specialist machinery and tools associated with 3D design and technology.	✓	
Experience of instructing others on the safe use of machinery and tools associated with 3D practices.	✓	
Knowledge and experience of health and safety practices within the area of 3D such as risk assessments and CoSHH.	✓	
Health and safety qualifications and/or evidence of health and safety training.		✓
Experience of working in other art and design related specialisms.		✓
Experience of repair and maintenance of 3D related hardware, equipment and tools.	✓	
Experience of working in a team.	✓	
Experience of providing support in an educational setting.		✓
Experience of stock control and store keeping.		✓
Skills /Knowledge		
Skills and knowledge of techniques and equipment related to working in a 3D related area.	✓	
Skills and knowledge of 3D related health and safety including COSHH and risk assessment.	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance.	✓	
Demonstrable skills and knowledge of working in other art and design related specialisms.		✓
Willingness to develop skills, knowledge and understanding of a range of other art and design related specialisms.	✓	

	Essential	Desirable
Excellent organisational skills.	✓	
Basic repair, cleaning and maintenance of specific 3D related equipment.	✓	
Planning and organisation.	✓	
Ability to work independently and as part of a team.	✓	
Good levels of customer care.	✓	
Knowledge and familiarity with a range of specialist equipment relevant to the vocational area.	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service.	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work.	✓	
Demonstrate a commitment to safeguarding and promoting student welfare.	✓	
Excellent communication skills.	✓	
Flexible and professional approach.	✓	
Ability to work as part of a team to achieve common objectives.	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	
Ability to work proactively under own initiative.	✓	

4. Position within the College

The post-holder will report directly to the Head of Department for Creative Arts.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services term time contract.
- b) The salary will be VBSS Band 3, £17,566 per annum (pro rata for part time hours and to the term time contract over 39 weeks per year).
- c) You will be entitled to 25 days leave, plus bank holidays (pro rata equivalent for part time hours).
- d) You will be required to work 18.5 hours per week on a flexible basis.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to return their application form by **5.00pm on 31st July 2021**.

Interviews are scheduled to take place on **Thursday 12th August 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.

It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.