

September 2021

Thank you for your interest in the post of Assistant Arts Technician. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to:

Sue Slade
Human Resources Business Partner
The Edward James Foundation

Email: HRMailbox@westdean.ac.uk

Tel: 01243 818276

Closing date for applications: Thursday 16 September 2021

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Candidates for this role will need to be able to demonstrate a current Right to Work in the UK.

Diversity & Inclusivity Statement

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Assistant Arts Technician
DEPARTMENT	Education/Technical Resources
LOCATION	West Dean College
REPORTING TO	Head of Technical Resources

ROLE PURPOSE

Responsible for supporting course and conference delivery through the organisation and preparation of teaching and workshop spaces.

MAIN DUTIES AND RESPONSIBILITIES

- Predominantly working as part of a technician team with responsibility for the setting up of workshops, studios, teaching and conference rooms under the direction of the Head of Technical Resources.
- Respond, within defined guidelines, to tutor and student requests for loans of equipment and additional materials.
- Be jointly responsible for the department's fleet of vehicles including occasional driving duties.
- To ensure that teaching and workshop spaces and the processes carried out within them are set up and used in accordance with the Health and Safety Policy.
- To provide workshop cover for health and safety and fire evacuation purposes in accordance with the rota.

Room Organisation and Preparation

- Put out and arrange material, furniture and equipment for courses, conferences and special events according to predefined standards.
- Clean studios and workshops and ensure they are in safe order before, during and after courses.
- Store supplies and equipment safely in designated areas.

College Vehicles

- Help to ensure that College vehicles are clean, properly maintained and fuelled.
- Drive the College minibus (if over 21 and in possession of Class D1 licence) in order to transport students to and from the railway station and for study trips.
- Drive College commercial vehicles to transport items between different locations in the College, and occasionally take items to London and other venues. This will sometimes involve working overtime.

Health and Safety

- Comply with, and help ensure compliance with, the College Health and Safety Policy and UK law/ regulations. For example, ensuring activities that are carried out are compliant with manual handling and COSHH regulations.
- Report all accidents and near misses to the College Health and Safety Manager.
- Report all serious incidents following the current Health and Safety Policy.

Other Duties

- Assist with the preparation of art and craft materials, the making of small objects and the maintenance of tools.
- Work on special projects, e.g. for exhibitions.
- Car Park duty when necessary.
- Assist the Estates team with provision of furniture and moveable equipment.
- Monitor security, entry of unauthorised visitors to the building, and challenge if appropriate.
- Undertake training as may be required.
- Perform all other duties as may be required from time to time.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Experience

Experience of setting up workshop and studio spaces for teaching and other activities	Desirable
Experience of health and safety in a workshop environment	Desirable
Possess an interest in the subject areas of arts, crafts and/or conservation	Desirable

Skills

Basic understanding of the principles of Health and Safety and its importance	Essential
Full manual driving licence	Essential
Ability and willingness to work with students, visiting staff and other stakeholders	Essential
Entitlement to drive (Category D1), and experience of driving, a minibus and/or commercial vehicle	Desirable

Personal Characteristics

Good time management skills	Essential
Ability to manage conflicting demands and deadlines	Essential
Professional, approachable manner	Essential

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Duties:	As attached job description
Salary:	£18,532.80 per annum full time (£11,119.68 pro-rata)
Hours:	24 hours per week (0.6 FTE) on a 4-week rota basis. This will predominately be made up of shifts from either 8.30 a.m. – 5.30 p.m. or 12.30 p.m. to 9.00 p.m. and includes weekend working
Holidays:	33 days full time (20 days pro rata) per holiday year (1 October to 30 September) inclusive of Bank Holidays
Company Sickness Pay:	10 days full time (6 days pro rata) in any consecutive twelve-month period, or longer period at West Dean's discretion, after six months' continuous service
Benefits:	Contributory pension scheme, cycle to work scheme, employee assistance programme, free and discounted places on short courses at West Dean College, free on-site parking