

May 2019

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 Rachel Turnbull, HR Officer (Education):

Email: [hmailbox@westdean.org.uk](mailto:hmailbox@westdean.org.uk)

Tel: 01243 818 276

**Closing date for applications: 15th May 2018. Please note:**

- The role is advertised as a 28 hour a week position (0.7 full time equivalent). However we will consider applications that request working hours of 16 hours per week plus. Please make your preferred number of working hours clear on your application.
- This role is worked on a 4 week rota basis which will predominately be made up of shifts from 1pm – 10pm and includes working a majority of weekends.
- As this role has multiple vacancies, early applications are preferable.
- 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.

## JOB DESCRIPTION

JOB TITLE	Assistant Arts Technician
DEPARTMENT/DIVISION	Education
LOCATION	West Dean College
REPORTING TO	Head of Technical Resources
ROLE	Responsible for supporting course and conference delivery through the organisation and preparation of teaching and workshop spaces.

## MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for the setting up of workshops, teaching and conference rooms under the direction of the Head of Technical Resources.
2. Under the direction of the Head of Technical Resources be responsible for the College's fleet of vehicles including occasional driving duties.
3. 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.
4. To provide workshop cover for health and safety and fire evacuation purposes in accordance with the rota.

### Room Organisation and Preparation

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

### College Vehicles

8. Help to ensure that College vehicles are clean, properly maintained and fuelled.
9. Drive the College minibus (if over 21) in order to transport students to and from the railway station.
10. 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

11. 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.
12. Report all accidents and near misses to the College Safety Technician.
13. Report all serious incidents following the current Health and Safety Policy.

## Other Duties

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

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 : £17,077 per annum full time (£11,954 pro rata)
- Hours: 28 hours per week (0.7 full time equivalent) on a 4-week rota basis. Hours will include later shifts (1pm – 10pm) and weekend working.
- Holidays: 33 days full time (23.5 days pro rata) per holiday year (1 October to 30 September) inclusive of Bank Holidays.
- Sickness: 10 days full time (7 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, subsidised meals, free and discounted places on short courses at West Dean College.