



WORK AT SHIPLEY COLLEGE

Digital and Creative Technician

Shipley College - Great people, great place!

Hours: 30 hours per week - Term Time Only 40 weeks

Salary: £23,557 per annum FTE (Actual Salary: £17,151 per annum FTE)

Closing Date: Thursday 4th December at 9am *(Advert may be closed early if sufficient applications are received. So early applications are advised)*

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

Shipley College is seeking to appoint a technician to work predominantly in the Art and Design workshop, but also with some duties related to Media students.

The Technician will play a valuable role within the Department, working closely with tutors and supporting students in class, ensuring that they are able to access all necessary equipment, tools and materials and maintain a safe working environment.

Benefits we offer include:	We are looking for someone who:
• Enhanced pension contributions • Access to a free gym on-site • Reduced cost of train travel • Access to free on-site car parks • Professional Development opportunities • Shopping discounts with discount app • Occupational Health Services • Onsite reduced-cost catering • Enhanced maternity and paternity pay	• Has previous experience of working in creative arts and media • Is calm, patient, caring and works with precision • Has excellent communication skills • Enjoys working with young people and is interested and committed to meeting high standards • Is able to work as part of a team and contribute effectively to the team

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

There may be some flexibility in working patterns

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.



Job Description

JOB TITLE	Digital and Creative Technician
RESPONSIBLE TO	Head of Department - Digital and Creative

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

The primary focus of this role is to provide Art and Media technical support to tutors and students in the classroom and placement (as required).

DUTIES AND RESPONSIBILITIES

- To provide practical and technical support to the Art and Design / Media Team
- To work closely with the Art and Design / Media Tutors, working largely on their own initiative.
- To make decisions under the guidance of the Head of Department on all Art and Design / Media stock control requirements and prepare draft requisitions for authorisation, liaising with the Art and Design / Media Course Leads and HoD before preparing purchase orders for course and teaching materials for the vocational areas

- To take receipt of deliveries and check against delivery notes
- To make decisions on the upkeep, storage and servicing requirements of equipment. This includes making arrangements for external agencies to carry out annual maintenance, when and where appropriate.
- To be directly responsible for the Health & Safety, security and maintenance of Art and Design/ Media tools/equipment and materials and to provide students with advice and instruction in safe handling of equipment and materials
- To maintain an inventory of all tools and equipment
- To ensure the teaching room/area is ready at the start of each lesson
- To ensure tools/equipment are prepared ready for each session
- To ensure all tools and equipment are returned to store after tutor and student use and store room/areas are kept tidy and functional at all times
- To provide technical support to students in the use of materials, tools and equipment
- To assist the tutor and students, as and when required, during practical demonstrations (both within the classroom and in an online environment)
- To assist, when necessary, with the College Open Days and other College events, including regular showcase, which may involve working in the evening or weekends (by negotiation)
- To support with events including the end of year showcase
- To assist tutors and students in providing technical support when preparing displays for portfolios and at internal and external exhibitions
- To keep personal knowledge up to date with trends/styles/fashions in Art & Design / Media

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 qualification in Art, Design or Media - must evidence original certificates on the interview day
Experience in working within an Art & Design or Media environment
Knowledge of current style and trends within the industry
Knowledge of materials, tools and equipment required for successful production of a range of Art & Design / Media projects
Competence in the use of a range of IT skills
Knowledge of digital media applications
Ability to act as a role model to young people
Effective communication skills
Willingness to undertake job training and to attend relevant staff development programmes
Able to work flexible hours when required
Ability to manage time and work on own initiative
Level 2 Qualification in maths and English (or equivalent) - must evidence original certificates on the interview day

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of building and maintaining successful and lasting relationships with clients (external and internal (staff and students))
Commercial experience and knowledge across a number of different sectors
Level 3 qualification in Art, Design or Media
Experience of working within a sales/customer relations role
Use of a Client Relationship Management (CRM) system or a Workflow platform (e.g. Navigate) to record and track activity
Being flexible and having a creative approach to problem solving

Understanding of the requirements of programmes for full time students, including T levels

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity and Inclusion

Knowledge or experience of Safeguarding

Knowledge of the PREVENT agenda

Health and safety training

Access to use of a motor vehicle and full clean driving licence with business insurance (or willing to obtain)

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Diana Bird
Principal

Shipley College Mission Statement

To be a beacon of opportunity, transforming lives through learning.

OUR CORE VALUES - THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals

98% of students agree that the College is a safe place to learn.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

96% of students agree that College staff are friendly and helpful.