

ERSKINE STEWART'S MELVILLE SCHOOLS



ART & DESIGN TECHNICIAN

We are seeking to appoint a well-qualified and creative individual as an Art & Design Technician at The Mary Erskine School on a permanent basis from 26 February 2024 or as soon after as possible (subject to satisfactory pre-employment checks).

The Art & Design Technician will support the teaching staff in the Art & Design Department and be responsible for equipment and all resources.

This is a permanent, part-time term time only position for 14 hours per week over two days (from 8.30am to 4.00pm with 30 minutes paid for lunch). The two working days will be agreed with the successful candidate at the offer stage. The salary range is £6,896 - £7,426 per annum on the ESMS Support Staff Salary Scale C, dependent upon relevant experience and qualifications.

ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This year, ESMS are winners of the Independent Schools of the Year Award in the Performing Arts, Music and Drama category. Independent Schools of the Year Awards showcase transformative and innovative projects from schools across the UK and we are immensely proud that the work of our staff and students has been recognised in this way.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date for applications is 12pm on Wednesday, 7 February 2024. We anticipate interviews will be held week commencing Monday, 19 February 2024.

TITLE

Art & Design Technician

BASIC FUNCTION

The Art & Design Technician supports the teaching staff in the Art & Design Department and ensures that equipment is maintained and is available for use by teachers and students when required.

ACCOUNTABILITY

The Art & Design Technician reports to the Head of Art & Design.

RELATIONSHIPS

The Art & Design Technician works closely with both staff and students in an enthusiastic manner in such a way as to promote the positive ethos of the department.

RESPONSIBILITIES

(a) Store Cupboard and Resources

- Rationalise, organise and keep tidy the department as a whole
- Label trays and replenish materials
- Stock take
- Order materials
- Keeping a record of purchases
- Look after all teaching resources including watering the plants
- Rationalise, organise and keep tidy the still-life cupboard resources.
- Set Painting and prop making for the staff pantomime.

(b) Presentation and display of art work

- Mount and display artwork throughout the course of the year
- Assist with the display of work in the Art & Design Department gallery area and classrooms.
- Assist with the hanging of framed work in the Mar Hall Gallery space.
- Set up Still Life arrangements.
- Create the annual virtual Artsteps Virtual Art & Design exhibition with student work

(c) Staff Base

- Catalogue, tidy and organise the Art & Design Department collection of books
- Keep teaching resource files and folders tidy, up to date and organised.

(d) Photocopy, scanning and Social Media

- Photocopy/scan artwork and file for use as teaching resources.
- Assist with making Power Point visual presentations for lessons
- Assist with making informative visual displays for classrooms.
- Gather visual and other resources for lessons
- Regularly record activities, events and artworks produced in the department and frequently update our Art & Design Department Social Media, Instagram, Facebook and Pinterest pages.
- Regularly updating the MES Art & Design Department Firefly page.

(e) Administration

- Keep documents in Staff Base and departmental electronic records rationalised.

Additional Opportunities:

There are additional paid opportunities available for the Art & Design Technician (dependent on experience) to become involved, assist with or lead related extra – curricular activities and specialist workshops such as:

- Life Drawing
- Printmaking
- Textiles
- Figure and portrait painting

EXPERIENCE, SKILLS AND ATTRIBUTES

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none">• Previous Art and Design Technician experience covering responsibilities detailed, or suitable diploma or degree• Demonstrable experience in similar roles	<ul style="list-style-type: none">• Experience of working in an education environment
Skills/Abilities/Competencies	<ul style="list-style-type: none">• Experience of using sewing machines• Proficient in the full Microsoft Office package, specifically Word and Excel• Experience of building professional relationships• Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information• Ability to use initiative, multi-task and prioritise own workload with good attention to detail• Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands• Independent, self-motivated and organised, with an ability to work as part of a team	
Personal Attributes	<ul style="list-style-type: none">• High professional and personal standards• Workplace flexibility and a willingness to adapt to change	<ul style="list-style-type: none">• Commitment to continuous professional development

	with regards to how and when work is progressed <ul style="list-style-type: none"> • Commitment to the ESMS values 	
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THE DEPARTMENT

The Art & Design department consists of two members of teaching staff, one full-time and one part-time teacher. The department provides teaching to pupils from The Mary Erskine School in addition to Stewart's Melville College. Subjects taught are Art & Design at National 5, Higher and Advanced Higher levels.

The aims of the department are to offer the highest quality of teaching and learning, in a supportive, well-resourced and pleasant working environment and to provide a range of quality courses offering breadth, balance and choice at each stage, to enhance the pupils' knowledge, understanding, skills and attitudes.

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

Role	This is a part-time, permanent role available from 26 February 2024 or as soon after as possible. The successful candidates will be employed on a term time basis.
Hours of Work	Two days a week from 8.30am to 4.00pm with 30 minutes unpaid for lunch. A paid working week of 14 hours. The two working days will be agreed with the successful candidate at the offer stage.
Location	The postholder will be based at The Mary Erskine School at Ravelston.
Salary	The salary will reflect qualifications and experience. Remuneration will be on the Support Staff Salary Scale C. The salary range is £6,896 - £7,426 per annum.
Holidays	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Right to Work

Candidates must have the Right to Work in the UK to apply for the post.

Staff Benefits

Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

APPLICATION PROCEDURE

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Vanessa, HR Assistant, at recruitment@esms.org.uk

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