

Dear Applicant

Thank you for your interest in the position of **Performance Technician** (including PE, Art and Music) at **Dean Trust Wigan**, Greenhey, Orrell, Wigan, WN5 0DQ.

Salary – Grade 3, £6,733-£7,403 per annum

- 19.5 hours per week, 8.15am – 15.15pm (3 days)
- Term time only
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@deantrustwigan.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **Midday Friday 15th December 2017** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on **01942 511987** or email recruitment@deantrustwigan.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs J Kearsley
HR/Cover/Administration Officer/PA to Headteacher

Greenhey, Orrell, Wigan, WN5 0DQ
t: 01942 511987
e: recruitment@deantrustwigan.co.uk
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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort 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 may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Performance Technician (including PE, Art and Music)
Reporting to	Subject Leader
Main purpose of job	The curriculum technician will provide practical, administrative and technical support service across the subject area.

Key responsibilities:

- Preparation of materials and equipment for project work from year 7 to 11
- To operate machinery (training provided)
- To undertake regular checks, minor repairs and report faults and safety problems to the relevant persons
- To be responsible for the application of good practice when dealing with the use and storage of materials and equipment ensuring compliance with health and safety and other relevant record keeping
- Cleaning sinks and cleaning bench-tops of debris and materials, clearing spillages
- Updating stock records and subject inventory records
- To maintain stocks of relevant materials which will include ordering of goods and supplies from staff requisitions and liaise with suppliers as necessary
- To put up and service classroom displays and corridor displays as directed
- To participate in training and personal development program as required
- To be available if required to cover for other curriculum technicians in other subject areas
- To be first aider
- To undertake any duties as may be determined by the Headteacher
- Commensurate with the grade to support the effective efficient operation of the school curriculum and activities

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

The job description will be updated where appropriate in consultation with the post-holder.



Person Specification

Education and qualifications	Desirable <ul style="list-style-type: none">• First aid qualification (training provided)
Experience	Desirable <ul style="list-style-type: none">• Previous experience in an arts preparation environment
Knowledge	Essential <ul style="list-style-type: none">• Awareness of health and safety
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to work on own initiative• Ability to be flexible• Ability to meet deadlines• Good planning and organisational skills• Basic ICT skills• Good team worker• Good verbal and communication skills• Methodical, accurate, meticulous