Art & Technology Technician

Term Time Only

Band E to F – Points 4b to 7 (£26,017 - £27,275)

(Actual Pro Rata Salary £22,882 - £23,989)

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"Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

Welcome from the Principal

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As a parent myself, I strongly believe that if it is not good enough for my child, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs E Wheller
Principal

Job Advert

We are looking to recruit an experienced Art & Technology Technician to support and assist our Art and Technology Departments.

You will be an experienced Art & Technology Technician with a wealth of experience in supporting an educational workshop, related resources and infrastructure in a customer focused environment. You will be responsible for assisting with practical support to teaching and learning in the Art, Food, Design & Technology departments. You will have exceptional communication and interpersonal skills and be passionate about delivering exceptional support to these departments. You will support and promote Health & Safety with the Departments and you will support all members of staff within these departments on a daily basis.

This is a non-teaching role working term time only. The successful candidate will have strong communication skills and will have had experience of working with young people.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;
- Medicash Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);
- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by 5pm on **Monday 7th December 2026.**

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

Job Description

Post Title	Art & Technology Technician
Reporting to	Head of Department
Grade & Hours	TLT Grades E – F Point 4b – 7 (£26,017 - £27,275 FTE) **Actual salary £22,882 - £23,989** Term Time Only 8am-4pm Monday to Thursday, 8am-3.30pm Friday
Location	Grace Academy Coventry
Job Purpose	The Art & Technology Technician is responsible for assisting with practical support to teaching and learning in the Art, Food, Design & Technology departments.
Main Duties	To prepare resources, materials and equipment for all lessons within the departments as requested by teaching staff. To support and promote Health & Safety within the Departments
Specific Duties	**Art, Food and Technology** 1. Ensure the accurate and timely preparation of materials, resources, apparatus and other equipment as requested by teaching staff in time to resolve any problems or eliminate uncertainty. 2. Be available during practical lessons to deal with requests/problems to enable the lessons to run smoothly and assist as required in the classroom environment and support staff and students. 3. Ensure equipment and materials are returned at the end of the lesson and checked for state of repair and working order. Remove faulty or broken equipment and list it for either repair or replacement and disposal. 4. Ensure food is prepped and stored safely and correctly following Health & Safety guidelines 5. Implement and maintain an effective system of stock control for both equipment and materials that can identify shortages and evoke appropriate action. 6. Ensure any stock items are ordered in a timely manner with the Finance department 7. Devise and operate a systematic storage system for all equipment and materials that can be operated easily and effectively by the technical team

	and teaching staff. 8. Take responsibility for the checking of the classrooms at the end of the day to ensure that nothing has been left lying around and all machinery and equipment has been turned off and items are locked away securely. Ensure food room surfaces are clean and tidy 9. To assist in the maintaining of appropriate Health & Safety standards in all areas of the departments and prepare for Health & Safety audits when arranged, following the latest guidance and checklists. 10. Ensure the safe control, storage, use and disposal of chemicals and materials in line with the guidelines issued by the Department for Health, CLEAPS and the HSE. 11. Undertake training relevant to the role as required, including first aid, equipment usage and Health & Safety awareness. 12. With the support of the Site Manager, organise any repair and/or maintenance of equipment with the departments and ensure all equipment is in good working order, reporting any faults in a timely manner. 13. To check and empty extraction systems on a regular basis.
	Administrative Support 14. Maintain a comprehensive and up to date filing system for lesson resources, requisition sheets and other key documents in use by the faculty. 15. Maintain a list of texts book given out to individual pupils and implement a system to facilitate their return at the end of the course of study. 16. Complete administrative tasks such as filing, photocopying and laminating. 17. Ensure all Health & Safety files and paperwork are stored appropriately and accessible when required 18. To prioritise in given situations, arranging or responding to events in order of precedence. 19. To undertake training as requested including first aid qualification and to support with first aids when requested. 20. To support staff with the running of the lunchtime toast club, including setting up and clearing down.

	21. To carry out any other reasonable duty as requested by the Head of Department.
Qualifications and Key Skills	● To maintain high standards of professional behaviour towards colleagues and students ● To interact with and support the direct learning of students ● To lead by example and follow the Academy's policies and procedures ● To carry out all duties in a friendly, helpful and professional manner ● To have a flexible approach to the role ● To support the Academy's aims and be involved in all aspects of Academy life ● Appropriate qualification and experience in one or more areas of Technology and Art. ● To have particular regard to Health & Safety matters in accordance with Academy policy and statutory requirements
Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.	

Person Specification

		Criteria will be measured by:
Knowledge and Experience (ESSENTIAL)	● Exceptional communication and interpersonal skills and passionate about delivering exceptional customer support ● Experience in supporting an educational workshop, related resources and infrastructure in a customer focused environment ● Sound planning, organisational and prioritising skills. ● Health and safety practical knowledge ● Experience of working in an educational setting ● A logical and tenacious approach to problem solving with a good attention to detail. ● Flexible approach to term time works as directed by the Head of Department	Application Form / Interview
Knowledge and Experience (DESIRABLE)	● Ability to deliver practical support to all aspects of Art, Food and Design Technology lessons ● IT literacy ● Finance, Technology supply chain and resources knowledge ● Proactive improvement-oriented outlook and a team player.	Application Form / Interview