

**Dominican College, Portstewart**

Dominican College is a Catholic Co-Educational Voluntary Grammar School. It was founded, as a school for girls, in 1917, by the Dominican Sisters, who had purchased a spectacular site, formerly known as “O’Hara’s Castle”. The school became co-educational in 1968 and has grown steadily to its current population of over 675. Currently all students study Art and Design in their first three years at the College. They then have options to take the subject through to GCSE, AS and A level.

Art and Design Technician (16 hrs per week)

This post is to support the work of the Art and Design department at Dominican College, Portstewart. The successful applicant will be employed for 16 hours per week, term-time only.

The Art and Design Technician is appointed by the Board of Governors and his/her responsibilities are laid down by the Board. The Art and Design Technician will be responsible to the Principal, through the Bursar as Line Manager. He / she will work under the direction of the Head of the Art and Design Department.

Salary will be based on the NJC Point 5 £24,790 full time scale paid pro rata (£13.21/hour) . The rate applicable is the hourly rate appropriate to the above scale, calculated on the basis of a 36 hour week.

Appointment will be subject to an AccessNI check.

*\* Protection of Children and Vulnerable Adults (NI) Order 2003*

Dominican College, Portstewart

Art and Design Technician

**JOB DESCRIPTION**

1. **Job Purpose**

Under the direction of the Head of Department the post holder will:

* Provide support to teaching staff in the Art and Design Department to implement the school’s/department’s educational programme.
* Maintain, organise, prepare and operate (as directed by the Head of Department) the resources required by the staff to implement the school’s /department’s educational programme.
* Assist departmental staff in the running the department in a safe and orderly manner and ensure that the health and safety of pupils and staff are promoted.
* To assist teaching staff with Art and Design activities.
* Encourage high standards in all aspects of work.

1. **Main Duties and Responsibilities**

Under the direction of the Head of Department the post holder will be responsible for:

1. **Stock Control** – including:

* Preparation and maintenance of an inventory of furniture, materials and equipment held by the department.
* Informing (HOD) on a termly basis, or as required, of quantity and condition of furniture, equipment and materials held by the department and advising on the need to replace, or purchase additional items of stock to meet the needs of the curriculum or the school’s educational programme.
* Assisting (HOD) as required, to order, receive, check, test and store/distribute materials and equipment.
* Keeping a record of all materials and equipment loaned to authorised users.

(ii) **Maintenance of equipment** – including:

* Carrying out mandatory and/or statutory checks of materials and equipment.
* Informing (HOD) of materials and equipment found to be in an unsatisfactory condition, and in line with his/her instruction, repairing or arranging for the repair or disposition of such items in a manner that conforms to relevant health and safety procedures.
  1. **Storage of Materials and equipment** – including:
* Storing furniture, equipment and materials securely in areas designated for there storage and in accordance with relevant health and safety requirements.
* Ensuring that no unauthorised person has unsupervised access to equipment and material when not in use.

(iv) **Preparation and organisation of furniture, equipment and materials** – including:

* Preparing and organising furniture, equipment and material as required for the education of pupils or as requested by members of department staff in a manner which meets relevant health and safety requirements.
* Informing (HOD) of any aspects of the department which, in the consideration of the post holder, do not meet health and safety regulations or are unsafe.
* Assisting teaching staff in the development and production of teaching aids, models and with reprographics.
* Preparing room, equipment and materials for teacher demonstrations and practical examinations.

(v) **Retrieval and cleaning of furniture, equipment and materials after use** – including:

* Disposing of used materials in a safe and approved manner.
* Collecting, cleaning and storing furniture and materials to designated storage areas.

1. **Operation of specialist equipment –** including:

* Setting up and operating specialist equipment as requested by (HOD) e.g. Kiln, digital camera, ICT equipment, scanner
* Returning such equipment, furniture and materials to designated storage areas.

(vii) **Cleaning** – including:

* Collect, clean and store equipment and materials in designated areas.
* Cleaning of designated areas of the department if necessary e.g.: cupboards, shelves, sinks etc

1. **Communication** – including:

* Keeping up to date on relevant health and safety legislation.
* Receiving and conveying messages and replies including email
* Participating in appropriate meetings and/or training days as agreed by HOD.

(ix) **Ordering stock and maintaining records** – including:

* Under the direction of the Head of Department, draw up requisition lists, order materials and maintain accounts and stock control as necessary.
* Keep accounts.

1. **General**

* Supporting all staff (teaching and ancillary) in ensuring the general safety of all children.
* Operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
* Assisting with the evacuation of the building in emergencies.

**TECHNICAL STAFF MAY BE REQUIRED TO UNDERTAKE ANY OF THE FOLLOWING DUTIES:**

* Handling cash in relation to the purchase of practical materials.
* Assisting with hospitality at meetings and school functions.
* Carry out minor maintenance repairs throughout the school within the competence of the employee.

**GENERAL RESPONSIBILITIES**

* To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
* Assisting with set painting or digital set up of set during the whole school show as directed by the HoD.
* To undertake training and development relevant to the post.
* To comply and actively promote school policies, including Equal Opportunities and Health and Safety.
* To promote positive student conduct.
* To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
* To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contact.

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**Application Criteria**

**Essential Criteria:**

1. 5+ GCSEs at grades A\*- C to include English and Mathematics (or equivalent qualifications).
2. The ability to work both as part of a team and also alone and unsupervised.
3. GCSE or Level 2 qualification in Art / Design / Craft, Grade C or above

### Desirable Criteria:-

1. A-Level qualification (or equivalent) in Art and Design, grade C or above
2. Paid employment for at least six months in the past three years of working in an art/design/craft or technical environment.
3. Experience (at least 6 months, continuous, in the past 5 years) of working in a school environment.

*The college reserves the right to enhance these criteria for the purpose of short-listing*

**NB All applications must be received at Dominican College by 12 noon Friday 19th September 2025. Late applications or incomplete applications will not be accepted. Please email completed applications to** [**etaylor359@c2kni.net**](mailto:etaylor359@c2kni.net)

It is intended that short-listed candidates will be informed as soon as possible after that date with interviews held at the College in late Sept 2025.

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**Evidence of meeting essential and desirable criteria.**

Please use these pages to outline how you meet the essential criteria and any or all of the desirable criteria. You should complete these pages as part of your application even if the information is also contained in the main part of your application form.

**Essential 1: 5+ GCSEs at grades A\*- C to include English and Mathematics**

**(or equivalent qualifications)**

**Please list here your educational qualifications:**

**Subject Level (e.g. GCSE) Grade Year**

**Essential 2**

**Evidence that you have the ability to work both as part of a team and also alone and unsupervised.**

**Essential 3**

**Evidence that you have attained at least grade C at GCSE or Level 2 (grade C or above equivalent) qualifications in Art and Design/Craft.**

**Desirable 1**

**Evidence that you have a attained an A Level qualification (or equivalent) in Art and Design, grade C or above.**

**Desirable 2**

**Evidence that you have had paid employment for at least six months in the past three years** **of working in an art/design/craft or technical environment.**

**Desirable 3**

**Evidence that you have experience (at least 6 months in the past 5 years) of working in a school environment.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**