



Candidate Brochure Creative Arts Technician



THE DEAN TRUST
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SALARY:

NJC Scale Band 3

Scale Points 6 – 11

(£25,183 - £27,269 FTE)

Actual Salary

£14,938.12 - £ 16,175.51

START DATE:

1st October 2025

WORKING PATTERN:

25 hours per week Monday – Friday

Term Time only

(Including 5 INSET days)

CONTRACT:

Permanent

LOCATION:

Ashton on Mersey School

RESPONSIBLE FOR:

N/a

ACCOUNTABLE TO:

Head of Art and Design / Head of Performing Arts

Creative Arts Technician

Job Summary

A dedicated and versatile Creative Arts and Technical Support Assistant with comprehensive experience supporting Art, Design, and Performing Arts departments in educational settings. Skilled in preparing and maintaining specialist equipment and materials, providing in-classroom support, and ensuring health and safety compliance. Adept at managing technical aspects of school productions, including AV setup, stage management, and recording performances.

Demonstrates strong organisational skills in resource management, stock control, and administrative support. Actively contributes to enrichment activities, exhibitions, and community outreach projects, fostering student creativity and engagement. Committed to enhancing the learning environment through effective collaboration with teaching staff and proactive support for extracurricular and out-of-hours events.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.





Main Purpose of the Role

To provide specialist technical, administrative and practical support across the Art and Design and Performing Arts departments. The role involves assisting in the execution of lessons, supporting school productions and contributing to enrichment activities, ensuring a high-quality learning environment for pupils.

Lesson and Classroom Support

- Prepare, set up, and maintain equipment, materials, and resources for art, design, and performing arts lessons
- Support teachers in delivering practical lessons, demonstrations, and workshops
- Assist students during lessons, particularly in specialist practical work, ensuring safety regulations are followed
- Maintain display boards and showcase student work to celebrate achievements
- Organise and store lesson resources, ensuring availability and easy access
- Maintain and update COSHH and risk assessment documentation for both departments

Technical and Equipment Management

- Organise regular safety checks and maintenance of technical equipment
- Order and manage stock levels, ensuring supplies for lessons, rehearsals and productions are available
- Oversee and facilitate the set up and maintenance of AV equipment, microphones and staging for school performances and events.
- To conduct weekly health and safety checks on equipment throughout the faculty
- Assist in the cataloguing and archiving of student work and department resources

School Productions and Shows

- Provide technical support for school performances, including set construction, costume preparation and prop management.
- Support rehearsals by ensuring materials and equipment are available and in good working order
- Assist with stage management, backstage support and front-of-house duties during performances
- Record and edit performances for assessment, promotion and archive purposes

Enrichment and Extracurricular Activities

- Support the delivery of enrichment activities, such as after-school art clubs, theatre workshops, and creative projects
- Assist in the organisation of school exhibitions, art showcases, and music performances
- Support community outreach projects and collaborations with external artists or performers
- Help organise and deliver specialist workshops, such as printing, ceramics, and digital design
- Support students in preparing for competitions, exhibitions, and events

Administrative and General Duties

- Assist with booking trips, events and external workshops
- Maintain accurate inventories of resources and equipment
- Support the development of departmental displays and promotional materials
- Liaise with external suppliers for specialist materials and equipment
- Ensure compliance with health and safety policies within practical workspaces
- To undertake any reasonable duty as requested by the curriculum manager or senior leadership team

Out-of-Hours Commitment

- Support out of hours events, including school productions, art exhibitions and concerts

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's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 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 Executive Team and/or Headteacher
- Provide technical assistance for special school functions, such as open evenings, awards nights, and community events

Personal Specification

	Essential	Desirable
Qualifications		
Educated to GCSE including A*-C in Maths and English Language, or equivalent	✓	
Educated to GCSE or equivalent in Art, Design, or a relevant technical field	✓	
A higher education qualification in Art, Design, Music or Theatre Production		✓
Experience		
Experience working in an educational or creative environment	✓	
Experience in setting up resources, equipment and materials	✓	
Experience in set design, costume preparation, or stage management		✓
Experience supporting school productions, exhibitions, or performances		✓
Knowledge		
Technical knowledge of art materials, performing arts equipment, and stage production	✓	
Understanding of lighting, sound, and AV equipment		✓
Working knowledge of the secondary school curriculum in Art and Design and Performing Arts		✓
Skills and abilities		
Ability to work independently and as part of a team	✓	

Strong organisational and time management skills	✓	
Good ICT skills, particularly for resource development and record-keeping.	✓	
Ability to support practical lessons and workshops effectively	✓	
Ability to demonstrate experiments and techniques to colleagues and pupils		✓
Good communication and interpersonal skills		✓
Willingness to undertake training and professional development		✓

How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via: careers.thedeantrust.co.uk

Application Closing Date: 08.00am Friday 1st August 2025

Interviews: Wednesday 6th August 2025

Any queries, please contact a member of the HR Team on 0161 973 1179 or via email at recruitment@thedeantrust.co.uk

