



St Gregory's Catholic School

Kent Catholic Schools' Partnership



Job Title:	Art & Design Technician
Salary Grade:	Kent Range 4
Line Manager:	Subject Leader for Art, Design & Technology

Purpose of Job:

The Art Technician's main responsibility is to provide support to teachers in the Art Design and Technology department and to liaise with the other technicians in order to ensure the efficient running of the department's day-to-day programme of varied extra-curricular activities and timetabled lessons.

Key duties and responsibilities:

- Set up resources / materials / equipment for lessons.
- Support structured and practical activities for groups or on a one-to-one basis.
- Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
- Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
- Undertake record keeping, as directed.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- Assemble and regularly update displays in the department and around school.

Individuals in this role may also undertake some or all of the following:

- Secure and work with hazardous materials.
- Provide clerical and administrative support as directed.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.



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	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Level 2 Diploma (or equivalent)	E
	First Aid certificate	D
	Proficient technical, practical and/or computer skills	E
Knowledge & Experience	Skilled in practical multi-tasking.	E
	Knowledge and experience of Art	E
	Knowledge and experience in the demands in a high achieving school environment	E
	Practical problem-solving	D
	A tangible interest in Art and Teaching	D
	Team orientated	D
	Empathy, care, understanding of mindfulness, wellbeing and resilience	D
	Knowledge of Art Materials and Art Equipment	E
	Knowledge of appropriate use of specialist equipment and materials (including handling hazardous substances safely) and ability to communicate this knowledge to staff and pupils.	E
	Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment	E
Skills, Qualities & Abilities	Use of basic technology (computer, video/DVD, photocopier, etc.)	E
	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Assembly, disassembly and cleaning of equipment	E