



Ralph Allen School Role Description

Role Title	Art and Photography Technician
Grade	Grade 3
Responsible to	Line Manager
Date	September 2024
1. Role purpose	Under the supervision of the CTL for Art and Photography, to carry out technician duties within the Art and Photography department
2. Principal duties and Responsibilities	<ul style="list-style-type: none"> • Ordering materials, books and equipment. Taking regular stock reviews and ordering when required. Organising storage and allocation of the above. • Effectively communicating with department team to discuss SOW and subsequent resources required throughout the year. • Preparing for practical lessons, such as 2D, 3D, and dark room sessions. • Assisting in practical lessons if required. • Keeping classrooms organised, clean and tidy, liaising with teachers • Attending all department/ whole school meetings, open mornings/ days/ evenings and related events involving the art department • Liaising with the finance department to place orders with a range of suppliers. • Reviewing monthly reports from ScoPay regarding payments from students for books and materials and tallying lists • Liaising closely with cover supervisor to arrange cover rooms for exams/ exhibitions. Making signage so moves are clear and teachers told in advance. Ensuring books/ resources are moved to these spaces. • Liaising with premises team for any maintenance issues. • Prepping and maintaining darkroom equipment and chemicals when required. • Running darkroom sessions with small groups of students as directed by class teacher. Including H&S talks, pinhole cameras, photographs, projector grams and cyanotypes. • Organise rooms/ display boards and storage of work for mocks/ GCSE/ A-Level exams and moderation. Collect work by appointment to give back to students after deadline. • Assist students in the correct mounting of work. • Organise department trips in conjunction with CTL. Book venues/ coaches/ risk assessments etc. • Provide general admin support to dept, photocopying, filing, organising and storage of work.

	<ul style="list-style-type: none"> • Raise purchase orders and monitor budget with CTL. • Monitor phone calls to the dept and deal with queries accordingly. • Arrange collection of ex-students work. • Attend all H&S courses pertinent to the subject.
3. Dimensions (in quantitative terms, the key areas on which the job has an impact)	Teaching and learning of all KS3,4 and 5 students, including art, photography and textiles.
4. Organisation chart	<pre> graph TD A[Leadership member] --> B[Line Manager] B --> C[Art technician] </pre>
6. Working Environment	Working in a large secondary school. Practical rooms, ICT suites, photographic studio, dark room and office.
7. Person specification	<p>Essential</p> <ul style="list-style-type: none"> • Confident, clear communicator • Flexible and can anticipate needs of the department • A positive work ethic with the ability to problem solve and work under pressure to tight deadlines. • Proactive and organised • Good interpersonal literacy and numeracy skills with the ability to work as a team member • Helpful, warm and friendly demeanour as lots of interaction with staff and students to resolve problems • Enthusiasm for art education and working with young people. • Basic IT skills, including Microsoft applications and e-mail <p>Desirable but not essential</p> <ul style="list-style-type: none"> • Experience working in a busy environment • Passion for art • Knowledge of equipment and materials
8. Additional information	<ul style="list-style-type: none"> • All support staff are expected to get involved in whole school life and work with young people. This will include carrying out a weekly duty at breaktime and after school (on a rota). • All Support staff will be required to train as a first aider and take part in a rota to cover first aid provision in school to staff and students. • This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.

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| <ul style="list-style-type: none">• The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.• The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.• The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement. ^(DBS)• The postholder should be responsible for his/her own health, safety and welfare in the workplace. |
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