

Name		Alec Reed Academy Job Description
Date drafted	January 2008	
Date reviewed	October 2025	



The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	ART & DESIGN TECHNICIAN
Location/work base	Art Department
Grade	
Reporting to:	The Board of Trustees through the Principal & CEO
Line Manager	Joint Subject Leaders – Art & Design
Posts directly supervised:	
Staff or contractors indirectly supervised	Contractors such as to maintain equipment within the department

THE MAIN PURPOSE OF THE JOB

Purpose:

The main purpose of the job is to ensure that teaching materials are prepared, art tools, equipment and stock are maintained, and technical support is provided to the department and during lessons.

Responsibilities

The Art & Design Technician is responsible for the following:

Preparation of teaching materials

- Ensure all workshops are set up with the necessary resources for the beginning of the lessons
- Assist teachers and pupils in the classroom and during the workshops
- Assist staff in the department as directed
- Organise components and materials for schemes of work
- Organise Art & Design storeroom
- Photocopying and laminating teacher resources

Maintenance of stock and tools

- Ensure all workshop cupboards are locked at the end of the school day
- Ensure students work is safely stored and accounted for
- Organise the materials and resources for the daily lessons
- Set up and prepare equipment for the daily lessons
- Monitor materials and equipment and replenish when needed
- Ensure all resources used in lessons are cleared and stored away at the end of each lesson
- Ensure that all equipment is in a usable condition
- Schedule repairs and arrange for the maintenance of equipment
- Liaise with services in school and externally to maintain the equipment used within the department
- Maintain the Kiln and prepare for firing students work
- Maintain sewing machines for use by students.

Managing stock

- Keep an up to date inventory of stock and tools
- Order and replenish stock when needed
- Co-ordinate the distribution of art equipment for students
- Check all orders are accounted for on arrival and sign off
- Document and file all orders and invoices
- Collect paper from Reprographics when needed
- Ensure printers are fully stocked with paper on a continual basis
- At the end of the lessons ensure that all laptops are racked away and recharged for the next lesson.

Other

- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.
- Liaise with students regarding the collection of work from the school after completing GCSE and level qualifications
- Any other reasonable ad hoc works or services required.

Terms and conditions

10 hours per week working term time only plus 2 weeks to be worked flexibly throughout the year

