



## Job Description – Art & Design Technician

### Main Purpose of the Post

To undertake a wide variety of tasks to support teaching and learning in the Art and Design department, situated in D1, D2 and the Arts Studio as specified below.

### Duties & Responsibilities

#### Support for students

- Supporting classes / individual students with technical assistance when required
- Temporary supervision of students in the studios for safety reasons

#### Support for the Curriculum Leader

- Supporting the department with the preparation of teaching resources / demonstrations when required
- Supporting the department with the practical examinations and display / exam board moderation
- Supporting the CL with administration, planning and organising educational visits and workshops

#### Support for the Curriculum

- Maintenance of stock rooms; daily restocking of media, paper and equipment in all studios
- Stock control; checking and ordering stock, unpacking stock and keeping an efficient record of orders
- Tidying of drawers, cupboards, equipment and sinks in all studios when required
- Preparation of materials, setting up and clearing away within lessons when required
- Day to day maintenance of and support with sewing machines
- Kiln: Loading, preparation, firing and unloading of clay when in use (not currently applicable)
- Organisation and refreshing of frames / art displays around school
- Archiving and returning work to students. Liaising with CL or specific teaching staff where clarification is needed.
- Knowledge of health and safety requirements in relation to media and equipment.

#### Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/aims of the school
- Support the role of other professionals
- Attend relevant meetings as required
- Assist with the supervision of students at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Participate in training and other learning activities and performance development as required
- Keep a CPD file

Tel: 01709 914070 | Email: [admin@stfranciscmat.com](mailto:admin@stfranciscmat.com) | [www.stfcmat.com](http://www.stfcmat.com)

Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN





## **General**

- Ensuring Health and Safety Legislation is adhered to, safe working practices adopted and regulations followed.
- To be familiar and comply with all relevant Health and Safety, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To ensure equality of opportunity is afforded to all persons both internal and external of the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Other duties and responsibilities commensurate with the grade of the post which may be required from time to time.

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## Person Specification – Art & Design Technician

Experience	Essential /Desirable
Support for the Catholic ethos of the school	Essential
Demonstrate experience of working with 11-16 year olds	Essential
Demonstrate experience of working as part of a team	Desirable
Understanding of job requirements	Essential
<b>Qualifications &amp; Training</b>	
Basic ICT skills to include knowledge/use of internet	Essential
Willingness to undertake any training, deemed necessary and appropriate for the post	Essential
First Aid trained	Desirable
<b>Special Skills &amp; Knowledge</b>	
Good written skills	Essential
Good oral skills	Essential
Good interpersonal skills	Essential
Good organisational skills	Essential
Ability to keep records	Essential
Ability to work on own initiative as well as part of a team	Essential
<b>Personal Qualities</b>	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Good timekeeper	Essential
Ability to be flexible within the working environment	Essential
Patient, good humoured and approachable	Essential
<b>Safeguarding</b>	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
A disclosure and barring service check at enhanced level	Essential

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