



BISHOP THOMAS GRANT SCHOOL

Art Technician

Job Description

Responsible to: Head of Art and Design
Hours: 14 per week, (8.30am – 4pm) term-time only
Grade: NJC Scale 3, Pts 5-6 – FTE Salary: £31,086 - £31,530 (Actual total annual salary for 14 hours per week, term-time only: £11,137 - £11,296)

Key responsibilities

1. Lesson Preparation and Classroom Support

- Resource Prep: Prepare and layout art materials prior to lessons (e.g., prepping paints, cutting paper, dispensing clay, and setting up printing equipment, cutting out fabric).
- Technical Assistance: Work alongside the teacher in the classroom to assist students with techniques, demonstrations, and routine practical tasks when required.
- Label, catalogue, and safely store materials and students work.
- Kiln Management: Load, fire, and unload the school kiln for ceramic projects.
- Workshops & Clubs: Help facilitate after-school art clubs or lunchtime workshops for the pupils.

2. Department Administration and Stock Management

- Stock Control: Monitor usage of art supplies (paints, colouring pencils, textiles, ceramics, sketchbooks etc.) liaise with finance department and compile orders to ensure the department is well-stocked.
- Organization: Maintain a clean, highly organized, and safe environment in the art studios, storage rooms, dark room and sink areas.
- Exhibitions: Mount, frame, and present student artwork for displays in corridors, classrooms, and during major school events like Open Days and Art exhibitions.

3. Health, Safety, and Compliance

- Risk Assessments: Ensure safety guidelines are followed, including checking that COSHH (Control of Substances Hazardous to Health) standards and risk assessments are strictly adhered to.
- Safe Storage: Safely store and dispose of hazardous materials (such as chemical solvents or sharp tools) in accordance with school policies.
- Equipment Maintenance: Keep tools, machinery, and equipment clean and in good working order, arranging for repairs when necessary.

4. General School Duties

- Events & Productions: Occasionally assist with building sets, painting props, or creating materials for school plays and assemblies.
- Help to organise or facilitate trips

Key Requirements & Skills

- Practical Knowledge: A strong background in art and design or DT.
- Patience and Communication: The ability to work patiently and communicate effectively with students and staff.
- Organisation: Proactive time management and the ability to forward-plan what the department will need in upcoming weeks or months.

General

- To undertake any other task deemed necessary by any other member of the Senior Leadership Team (SLT) or the Office Manager commensurate with the level of this post to help support teaching and learning within the school.
- To understand the importance of the Data Protection Act (2018) and GDPR and their application in the workplace.
- To apply the principles of the DfE's 'Keeping Children Safe in Education' and the school's Child Protection and Safeguarding Policy
- To support the Catholic ethos of the school.
- To implement other school policies consistently.
- To keep up to date with the academic calendar and weekly bulletin.
- To attend and participate in meetings as required.
- To participate in the school Appraisal scheme, including target setting and review.

Person Specification

Essential upon appointment	Desirable on appointment
Experience • Experience of working in a relevant role in either a commercial or school setting • Experience of working with Art equipment • Knowledge of Art practical expertise • Ability to prepare for practical work for Art • Administrative experience	• Experience of working alongside other educational professionals within the guidelines of school-wide policies and strategies • Putting up an Art Exhibition • Help to organise or facilitate trips
Occupational Skills • Good listening skills • Excellent interpersonal communication skills • Good time management and self-organisation • Numeracy and literacy skills • ICT skills • Ability to keep accurate records • Ability to work successfully as part of a team • Ability to work on own initiative • Ability to be flexible	• Experience of using CAD or Adobe
Other Requirements • Enhanced DBS clearance • Safeguarding training which the school will provide • Commitment to the school's policies and ethos • Commitment to Continuing Professional Development • Motivation to work with young people • Ability to form and maintain appropriate relationships and personal boundaries with young people and their families	• Experience working with young people aged 11 - 18
Qualifications • Background in Art and Design/DT or a relevant creative Arts qualification.	• Previous experience working as a technician.

These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Head Teacher and SLT that are broadly within the level of the post.

This post is subject to a number of safer recruitment checks including an enhanced Disclosure and Barring Service check. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.