



Job Description & Person Specification

Art Technician

Job Description

Reporting To: Head of Department

Purpose of Post

To give technical and individual student support in the delivery of the Art curriculum and whole school and departmental initiatives, whilst ensuring all rooms within Art are maintained in a safe, clean and tidy working order.

Key Tasks

Art and Textiles

1. Carry out daily maintenance duties as specified by the Head of Department.
2. Ensure adequate, timely and relevant provision of technical support for students and staff within curriculum areas e.g., sewing machines, printing press, clay.
3. Equipment and room preparation for planned practical sessions including preparation of materials e.g., cut paper/card to appropriate sizes, prepare clay, pour out glue and set out materials in preparation for lessons.
4. Maintaining classroom work areas and ensuring that classrooms are tidy and orderly.
5. Manage the storage of materials, equipment and artwork efficiently and ensure in good order.
6. Preparation of visual resources and ensuring fully stocked.
7. To provide technical assistance to pupils during lessons.
8. To be responsible for the maintenance and servicing of all equipment within the department (e.g., kiln, press, sewing machines, general art equipment) ensuring they are fit for purpose, and maintaining computerised records associated with technical services.
9. Loading and unloading the kiln and managing firing.
10. To undertake any other reasonable duties as required.

Photography

1. Carry out daily maintenance duties as specified by the Head of Department.
2. Ensure adequate, timely and relevant provision of technical support for students and staff within curriculum areas e.g., computer and camera equipment.
3. Equipment and room preparation for planned practical sessions including preparation of materials e.g., charging batteries, camera, printer and equipment preparation and maintenance.
4. Assistance in lessons with downloading, camera function, etc. where possible.
5. Saving and preparing for print high quality resolution images via reprographics. Assist students with A4 glossy prints.



Job Description & Person Specification

Administration

1. Stock taking and ordering under the guidance of the Head of Department to maintain levels and organisation in storeroom and classroom.
2. Check incoming deliveries, unpack and distribute as necessary.
3. Assist with the documentation of pupils' work and to distribute work back to pupils.
4. To assist with Art departmental displays, organise exam folders, displays and labelling for exams, moderation and exhibition, and mounting of artwork around the school.
5. Assist with keeping the schools VLE up to date entering copies of department documentation/ images of artworks etc.
6. To invigilate exams and tests as required.
7. To maintain a supplier database.
8. To review the inventories of resources.
9. To assist with reprographics and ICT administration.

Health and Safety

1. To be responsible to the Head of Department for health and safety matters and to carry out Risk and COSHH assessments as required by the Business Manager.
2. Manual handling/lifting of supplies or equipment.
3. Maintain/monitor Health & Safety procedures in the department and bring to the attention of the Head of Department.
4. Ensuring current knowledge and understanding of use of subject specific equipment and awareness of any relevant Health & Safety legislation.
5. Undertake appropriate Health & Safety training.
6. Provide initial first aid support to pupils.

Standard Duties

1. Uphold and promote the values and ethos of the school / Trust.
2. Implement and uphold the policies, procedures and codes of practice of the school / Trust. maintaining high standards in personal attendance and punctuality.
3. Understand and promote the importance of inclusion and equality and diversity for all.
4. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
5. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
6. Attend and participate in relevant meetings as appropriate.
7. Undertake any other additional duties commensurate with the grade of the post.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Job Description & Person Specification

Art Technician Person Specification	How identified (A/I/T)
Essential	
Qualifications	
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	A
Willingness to gain a First Aid Certificate	A
Experience	
Experience of using ICT to support completion of work tasks	A/I/T
Experience of working in a team	A/I
Experience of keeping records	A/I
Skills and Abilities	
Interpersonal skills to build effective working relationships with pupils and staff across	A/I
Communication skills to give technical advice and guidance to others both spoken and in	A/I
Able to work methodically and have attention to detail	A/I
Analytical skills to investigate problems and recommending solutions	A/I
Able to work on own initiative	A/I
Organisational skills to manage own workload	A/I
Adaptable and flexible	A/I
Knowledge	
Have a knowledge and understanding of relevant health and safety risks in the design technology area	A/I/T
Willingness to develop understanding of food technology support requirements.	A/I
Desirable	
Art based training	A/I
Previous support work within a school or other transferable child-related experience	A/I
First Aid Certificate	A/I
Experience of working within an educational Art department	A/I
Experience of assisting to keep financial records and follow financial procedures	A/I

A: Application

I: Interview

T: Test

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.