Cleeve Park School

ART TECHNICIAN JOB DESCRIPTION	
NAME	
ACCOUNTABLE TO	Head of the Art Department
SCALE	
DURATION	Fixed Term Maternity Cover
APPOINTMENT	
JOB PURPOSE	The Art Technician will provide technical and practical support to teaching staff and students, contribute to the smooth operation of the Art Department and Art lessons as required and will assist with display work across the PE and Performing Arts Faculty in general.
Key Area	**Responsibility**
Responsibilities *Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.*	**General Responsibilities** ● Assist in the maintenance of good relationships with staff, parents, governors, contractors, external agencies and other visitors to the school in order to promote the objectives of the school. ● Attend and participate in meetings relevant to the responsibilities of the post. ● To undertake such clerical and administrative tasks and duties as may be required from time to time to support the administrative and clerical needs of the department, faculty and school. ● The School is committed to safeguarding and promoting equal opportunities and race equality and expects all staff to share this commitment. ● The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. **Administrative Responsibilities** ● To order all equipment, materials, books & consumables for the Art Department, in consultation with the Head of Art. ● To check deliveries and follow up missing items. ● To maintain a continuous stock record of equipment, materials, books and consumables. ● To maintain the department's book catalogue. ● To assist with the arrangement of department visits including booking transport, recording payments by students and producing appropriate letters, documentation and receipts. ● To assist in preparing lists and recording marks for internal and external assessments. ● To assist with departmental photocopying and filing. **Resources, Materials & Equipment** ● To ensure the safe and efficient storage of equipment, materials, books and consumables. ● To monitor the condition of equipment in the department and arrange, in consultation with the Head of Art, necessary maintenance and servicing. ● To undertake routine cleaning and maintenance of equipment as appropriate. ● To bring to the attention of the Head of Art any issues which may have health and safety implications. ● To liaise with the premises team on matters of routine maintenance. ● Ensure equipment, resources and materials are available as required for use in the dark room and photography studio area. Ensure the space is kept in good order and ready for use by photography students.

	Art Display ● To ensure the safe storage of Art work. ● To mount work on walls and display boards for exhibitions and public examination moderation activities. ● To erect and maintain displays relating to PE and Performing Arts across the PEPA Faculty including in the school foyer and in the lobby areas of the Music Department and Performing Arts Block, as required by the relevant line manager/s. **Preparation and Support** ● To work with individual or small groups of KS4 students on various pieces of art or projects and during the exam season ● To assist in the preparation of Art work for public examination moderation. ● To research and develop a sound knowledge of artists' work, art history and drawing skills. ● To prepare materials for use in lessons. ● To collect materials for use in lessons – e.g. newspaper, magazines and oddments. ● To ensure that classrooms are appropriately stocked with Art materials. ● To assist with the visual art related aspects of preparations for school productions. ● Support the work of students on photography courses in particular working with them whilst using the dark room ● Support students with technical skills using screen printing equipment ● Provide First Aid (Training provided) **Environment** ● Cleaning and tidying rooms to maintain a safe and orderly environment. ● Clearing sinks and sink traps. ● Stocking soap and paper towel dispensers. ● Monitoring fabric, furniture, fixtures & fittings within the Art department and carrying out repairs as appropriate. ● To prepare displays for special events such as Open Evenings/Mornings, Prize Giving, parents evenings, Options Evenings, Sixth Form Information evenings etc.
Areas of Accountability	
Professional development	● To attend courses as directed by line managers so as to maintain and update skills appropriate to the post. ● To attend training sessions organised within the department and school as appropriate. ● To undertake sufficient training in the use of ICT and multi media audio visual resources to meet the requirements of the post.
Discipline, health and safety	● Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere. ● To keep updated documents of health and safety (CLEEPS) ● To alert HOD of Health and Safety audits ● To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas.
Examinations	
General Responsibilities	● Promote the school's values and ethos in accordance with the School's Professional Code. ● Work actively to develop professional expertise by participating in ongoing professional development.
Review of job description	● This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake

	additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head Teacher		Date	