



	JOB DESCRIPTION
SCHOOL	FORGE VALLEY COMMUNITY SCHOOL
POST TITLE	ART TECHNICIAN
ROLE PROFILE	TE1.5
JOB NUMBER	
GRADE	GRADE 3 - SCP 5-6
RESPONSIBLE TO	Subject Leader of Art
RESPONSIBLE FOR	N/A
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	TO FACILITATE THE SMOOTH OPERATION OF TEACHING AND LEARNING WITHIN THE ART DEPARTMENT
RELEVANT QUALIFICATIONS	

JOB DESCRIPTION FOR POST OF: - ART TECHNICIAN
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SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Forge Valley Community School's Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

To facilitate the smooth operation of teaching and learning within the Art Department through:

- Stock Maintenance.
- Preparation of materials/equipment/rooms for specified lessons.
- Maintenance of stock rooms.
- Providing resources for lessons as necessary.
- Loading up and firing of the kiln as necessary.
- Responsible for ordering of stock and stock-taking.
- Minor repairs, maintenance and modifications to equipment, planning for major repairs to be carried out as necessary.
- Ensure the preventative maintenance programme is adhered to, so helping to maintain safe working practices.
- Issue and receipt of materials/goods.
- Indexing and marking up of goods/materials.
- Making necessary items for stock retention.
- Adapting to the changing requirements of the curriculum.
- Operation of special machinery/tools specific to the work area.
- Supporting/creating exhibitions for exams, open evenings etc.

To support the Art Department through:

- Organising the sale of sketchbooks and folders, collecting and paying in associated cash. Supporting the Subject Leader in organising/administrating tasks related to field trips and residentials as necessary.
- Assisting with displays of students' work in the department and around school.
- Photocopying, laminating and filing.
- Maintenance of resource centre and resources.

Whole School Support

- To create high quality and eye-catching whole school displays.
- To act as an assistant tutor under the supervision of a lead tutor as part of the school's vertical tutoring system, providing particular support for students in a vertical tutor group ensuring their safety and access to learning.
- To undertake recognised training as necessary in accordance with a planned programme of development.
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- To ensure a healthy and safe working environment and compliance with healthy and safe working practices.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of school.
- Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with the Policies of Forge Valley Community School, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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