

## Job Description



Post Title	Art Technician
<p><b>Purpose:</b></p>	<p>The Art Technician is required to support the work of a busy Art Department</p> <p>The key role is the support of students and staff by organising and maintaining the resources of the art department. An ability to prioritise tasks and keep accurate records is essential. You will also need to provide support for small groups and individuals as required. An ability to contribute to the teaching and learning of students from age 13-19 is paramount.</p> <p><b>The main duties include the following:</b></p> <p>Administration and record keeping regarding management of equipment, purchase ordering and managing printer credits. Issuing and checking the safe return of digital cameras and other art related equipment.</p> <p>Maintenance of equipment and work areas to conform to Health and Safety regulations, the art studios include a large darkroom, computer suites for digital imaging, general purpose art teaching classrooms, a laser cutting and screen-printing area, pottery, and kiln room.</p> <p>Ordering and preparation of equipment and materials for use in the art studios; the sale of some art materials e.g., sketchbooks, art packs and films to students for coursework. Collection of monies for school art trips. Ensuring accurate record keeping liaising closely with the finance department.</p> <p>Kilns-packing, firing, production of slips and glazes.</p> <p>Routine checking and trouble shooting of art ICT provision</p> <p>Display boards and exhibition of art around the department; mounting of work.</p> <p>Other general tasks such as assisting the preparation of teaching resources, entering data to department database, entering information on to the school network for student use.</p> <p>Accompany art visits to exhibitions as required, to support the class teacher.</p> <p>Break/lunchtime time duties as required.</p> <p>Supporting students in the production of coursework and some teaching of students in silk screen printing and laser cutting and other techniques as required. Have a willingness to support lesson workshops to positively impact student outcomes.</p> <p>The technician ensures the smooth day to day operation of the studios replacing resources and equipment as required.</p> <p>Responsibility for backing display boards for teaching staff around the college and working with the Business Manager to ensure students artwork is displayed around the campus to best effect.</p> <p>This is a busy and creative environment; the technician will require excellent people skills and a superb ability to organise and prioritise without direct supervision. Line managing the Technician is the joint responsibility of the Subject Leader for Art and Photography and the</p>

	<p>Senior Technician.</p> <p>To have a proactive and self-start attitude towards supporting with pressure points at different times of the year, using your best judgement to see what could be done to help the wider Art Team.</p>		
<b>Line Managed by:</b>	Senior Technician and Subject Leader Art		
<b>Responsible for:</b>	Supporting the Expressive Arts Faculty, mainly within Art & Photography, although may be required from time-to-time to support other Technicians across the College in other departments/faculties, as necessary		
<b>Liaising with:</b>	Teaching and Support Staff, Senior Leadership Team (SLT), other Faculty Leaders/Department, parents, Governors		
<b>Salary/Grade:</b>	Grade 14		
<b>Additional Duties:</b>	<p>To play a full part in the life of the school community, to support its written statement of values and aims, the broad aspirations of Frome Community College and to encourage and ensure staff and students to follow this example</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.</p> <p>Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanor and dress.</p> <p>This job description is current at the date shown but will be reviewed annually as determined by the principal.</p>		
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## Person Specification

Area	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Excellent organisational skills and good record keeping/stock control skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience or interest in other studio areas (e.g., photography or pottery) would be useful.</li> <li>▪ Expertise in silk screen and photo silk screening desirable.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>▪ Good basic education</li> </ul>	<ul style="list-style-type: none"> <li>▪ Art qualifications/background and/or experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Good practical experience of display and basic knowledge of ICT.</li> <li>▪ An understanding of the agenda for safeguarding and promoting the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Competency with a digital camera, Photoshop and other image manipulation software is useful.</li> <li>▪ Knowledge of Photoshop is useful and other Adobe software such as illustrator and InDesign is desirable.</li> <li>▪ Screen printing experience</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to work using initiative without frequent direct supervision. Good ICT skills and use within the classroom.</li> <li>▪ Ability to support the work of students 13-19 years old and a large team of six art staff.</li> <li>▪ Teamwork</li> <li>▪ Excellent communication skills in speech and writing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exhibition curation and promotional experience</li> </ul>
<b>Specific Requirements</b>	<ul style="list-style-type: none"> <li>▪ A commitment to raising student achievement at all levels and supporting the aims of the College.</li> <li>▪ Physically fit to meet the demands of work that can involve lifting and carrying large or heavy items, e.g., display boards, clay deliveries. large sculptures etc</li> <li>▪ A head for heights helps, as much work is stored on shelves and displays fill the wall space and hang from ceilings too!</li> </ul>	
<b>Suitability to work with children</b>	<ul style="list-style-type: none"> <li>▪ Valid DBS clearance &amp; all Safer Recruitment Checks in line with Keeping Children Safe in Education.</li> </ul>	

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>▪ Effective interpersonal and emotional intelligence.</li><li>▪ Able to prioritise, organise and be resilient and reliable.</li><li>▪ Excellent people skills</li></ul>	<ul style="list-style-type: none"><li>▪ A completer and finisher.</li><li>▪ The ability to communicate clearly and confidently to parents in person and via the telephone.</li></ul>
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