

2026-2027

Job Description

Art Technician

Job Description – Art Technician

Post Title:	Art Technician
Salary:	As advertised
Purpose:	To support the Subject Leader for Art and Design in the effective practical, administrative and creative operation of the Art Department. The postholder will prepare and maintain specialist resources and learning environments; manage materials, stock and equipment; support the Department's Health & Safety requirements; provide practical support to students and staff; and contribute actively to artist residencies, workshops, trips, exhibitions, enrichment activities and partnerships with artists, galleries and cultural organisations.
Reporting to:	Subject Leader for Art and Design
Liaising with:	Principal, Academy Leadership Group, Coordinators, Subject Co-ordinators, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders, visiting artists, galleries, cultural organisations and other external partners
Disclosure level:	Enhanced DBS
Accountable for:	To carry out all duties, responsibilities and accountabilities in accordance with Academy Policies and Procedures and Statutory Requirements This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
Staff Development: Recruitment & Deployment of Staff	To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
Operational / Strategic Planning:	• Ensure all equipment prepared for lessons in accordance with Teacher specifications • Effective care and maintenance of all Art equipment • Organisation, preparation, repair, cleaning, transport and collection of all Subject related equipment and materials • Ensure materials are replenished in teaching areas • Assist and support in practical lessons, including providing one-to-one and small-group practical support for students, as requested. • Support the planning and delivery of enrichment activities, after-school clubs, workshops, trips, exhibitions, artist residencies and special creative projects. • Understand the Schemes of Work & syllabi of Art in order to prepare for practical lessons • Preparation of Stock Orders • Monitoring stock levels • Monitoring the expenditure • Responsibility for general Departmental administration including photocopying, filing etc • Participation in all appropriate INSET activities • Ensure full implementation of all H & S regulations across the Subject area • Organise the safe and secure disposal of hazardous waste • Organise the efficient storage and record keeping of all equipment • Carry out safety checks on Art equipment and record faults and action taken

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	• Keep up to date with H & S regulations and with Subject specific developments • Attend regular meeting with other support and technical staff • Attend Subject specific meetings • Under the general direction of Subject Leader undertake other tasks that may be required commensurate with the level of the postholder • Support digital photography requirements, including the use of camera equipment and the editing and presentation of students' work using Photoshop or equivalent software. • To support with Textiles requirements • Support ceramics requirements, including preparing materials, operating and maintaining the kiln, and firing work safely in accordance with relevant training and Health & Safety procedures. • To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the Academy's corporate policies. • To actively engage in the staff Performance Management and Development process • To undertake professional development as identified in the staff Performance Management process • Liaise professionally with visiting artists, galleries, cultural organisations and other external partners, as directed by the Subject Leader. • Work collaboratively with Artists-in-Residence by preparing resources, coordinating activities and helping to facilitate their work with students. • Contribute to team teaching and, where appropriate to their experience and agreed responsibilities, facilitate or lead creative workshops under the direction of teaching staff. • Support the organisation and delivery of educational visits, including practical and administrative preparation, as requested. • Contribute ideas, identify opportunities and use initiative to support the continued development of the Art Department. • Work agreed hours after the end of the Academy day, within contracted hours, to support clubs, workshops and enrichment activities; this may include working until 5.00pm on designated days.
Communications:	• To communicate effectively with the staff and students as appropriate. Following agreed policies for communications in the Academy. • To attend all appropriate meetings. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
Management of Resources:	• To contribute to the process of the ordering/booking and allocation of equipment and materials. • To assist line managers to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.
Other specific duties:	• Undertake whole Academy duties as outlined in responsibilities agreed each year. • To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term. • To promote equal opportunities and celebrate diversity in all aspects of the academy. • To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To support the Academy in meeting its legal requirements for worship. • To promote actively the Academy's corporate policies. • To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. • To show a record of excellent attendance and punctuality. • To adhere to the Academy's Dress Code. • To fully adhere to DfE Guidance "Keeping Children Safe in Education" and HBAED Safeguarding (Child Protection) Policy

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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

SAFEGUARDING STATEMENT

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure & Barring Service (DBS Check), references, an online search and where appropriate a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

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Person Specification	
Knowledge and Experience: Essential	Desirable
• Good verbal and written communication and interpersonal skills; • Confident in dealing with all levels of stakeholders; • Ability to apply problem solving techniques and get results; • Ability to communicate at all levels • Strong personal drive and willingness to get things done • Self-motivated and committed to delivery on time and to a high quality • Demonstrable experience of balancing priorities and successful delivery of objectives, in a fast paced, constantly changing environment • A strong practical background in Art or a related creative discipline, gained through study, professional practice or demonstrable experience. • Experience of supporting children or young people in practical, creative or educational settings, or the ability to demonstrate the skills required to do so effectively.	• A relevant qualification in Art or a related creative discipline. • Experience in Multi-ethnic urban schools. • Experience of working in an 11-18 school.
Skills and Abilities: Essential	Desirable
• Proven track record in working to strict timescales and of working with staff at all levels; • Good knowledge of the educational system; • Ability to work independently, use initiative and manage time and competing priorities effectively. • Ability to build positive professional relationships with young people and support them safely in practical and creative activities. • Ability to coordinate activities and communicate professionally with artists, galleries and other external partners.	• Experience of digital photography and image editing using Photoshop or equivalent software. • Experience of ceramics and kiln operation, or a willingness to undertake appropriate training. • Experience of facilitating workshops, clubs or other creative activities with young people.
Personal Qualities: Essential	Desirable
• Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. • Commitment to contributing to Academy life as a whole and willingness to be involved with clubs and community projects. • A positive approach to hard work. • A positive role model for students • Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. • Awareness of and commitment to equal opportunities and valuing diversity. • Enthusiasm for contemporary art practice and for creating ambitious opportunities for young people.	

This is a description of the job as it is constituted at the date shown. It is the practice of the Federation to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the Principal and the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right following consultation to make changes to the job description.

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Post Holder:

Date:

Team Leader / Line Manager: Joseph Murray Date: