

**LINCOLN CHRIST'S HOSPITAL SCHOOL**  
**JOB DESCRIPTION: Art Technician**

<b>JOB TITLE:</b> Art Technician	
<b>GRADE:</b> 3 Points 6-9	
<b>CONTRACT:</b> 30 hours per week; 39 weeks per year	
<b>REPORTS TO:</b>	
<b>1</b>	<b>PURPOSE OF JOB:</b>  To support the school by providing a technician support service in the Art department to all staff and students, meeting health and safety standards and the requirements of the classes involved.
<b>2</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES:</b>  <ul style="list-style-type: none"> <li>• Assist with the preparation of materials/resources for lessons, activities, demonstrations and exams as instructed</li> <li>• Be able to give technical advice to staff and students</li> <li>• Assist students in the selection and collection of materials</li> <li>• Assist staff with student supervision during practical work</li> <li>• Assist teaching staff in the setting of materials and equipment in the event of staff absences</li> <li>• To ensure the maintenance of a healthy and safe working environment by:</li> <li>• Maintaining a clean, safe and orderly working environment</li> <li>• Being responsible for the H&amp;S in storing equipment and materials safely</li> <li>• Ensuring the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards</li> <li>• Keeping up to date with any changes to requirements for COSHH and Health &amp; Safety within the department</li> </ul> <p>General:</p> <ul style="list-style-type: none"> <li>• Oversee the circulation of stock and equipment, monitoring stock levels and ordering as appropriate</li> <li>• Maintain records and requirements for tools, equipment etc</li> <li>• To support the administration of the department e.g. photocopying, reprographics</li> <li>• Printing, collating and stapling of school documents</li> <li>• The laminating and binding of school documents</li> <li>• Shredding</li> <li>• Creating and maintaining displays with flair and enthusiasm</li> <li>• Printing of letters, collating and distributing them as required</li> <li>• Stock – maintenance and checking of resources.</li> <li>• To keep an accurate record of department resources.</li> <li>• Assist staff / pupils in use of reprographics equipment</li> <li>• Maintenance or simple repair of equipment/apparatus where within the competence of the postholder or liaise with suppliers or companies for repairs</li> <li>• Provide basic training/instruction in using equipment</li> <li>• Responsible for secure storage of equipment</li> <li>• Ensure appropriate records maintained (e.g. for charging purposes)</li> <li>• Adhere to all relevant school policies.</li> <li>• Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust</li> <li>• Participate in the school's appraisal process.</li> <li>• The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.</li> <li>• Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the</li> </ul>

	<p>school therefore retains the right to amend job descriptions to reflect changing requirements.</p> <ul style="list-style-type: none"> <li>Perform any other reasonable tasks within the range of the salary grade.</li> </ul>
3	<b>MANAGEMENT OF PEOPLE:</b> <i>[full managerial responsibility e.g. recruit, appraise, discipline etc.]</i>
	None
	<b>SUPERVISION OF PEOPLE:</b> <i>[i.e. day to day supervision of &amp; quality check of work]</i>
	None
4	<b>CREATIVITY AND INNOVATION:</b> <i>What innovative and imaginative responses to issues are required to resolve problems?</i>
	Work largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems.
5	<b>CONTACTS AND RELATIONSHIPS:</b> <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i>
	Contacts on well-established matters providing readily available information or assistance, or occasionally dealing with issues where the outcome may not be straightforward.
6	<b>DECISIONS:</b> <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i>
	a) <b>Discretion</b> – <i>The postholder has the following discretions:</i> Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
	b) <b>Consequences</b> – <i>The consequences of the postholder's decisions can be anticipated to impact on the following:</i> Decisions which have a limited and short-term effect on employees beyond immediate colleagues or on the public. Effects of decisions would be quickly known and readily amended if necessary.
7	<b>RESOURCES:</b> <i>The postholder is personally accountable/responsible for the following:</i>
	Responsible for the proper use and safekeeping of art supplies.
8	<b>WORK ENVIRONMENT:</b>
	a) <b>Work Demands</b> – <i>Impact of deadlines and changing and conflicting priorities.</i> Work subject to deadlines involving changing problems, circumstances or demand.
	b) <b>Physical Demands</b> – <i>Continuing physical effort, bending, lifting, pushing etc.</i> Work requiring normal physical efforts with periods of substantial effort; or normal physical effort occasionally in awkward postures; or prolonged effort in a constrained position.
	c) <b>Working Conditions</b> – <i>Exposure to disagreeable or unpleasant conditions.</i> Work is normally performed in a heated, lit and ventilated indoor environment; may be exposed to occasional noise or outside conditions
	d) <b>Work Context</b> – <i>Potential risk to safety &amp; wellbeing, including abuse and aggression</i>
	<ul style="list-style-type: none"> <li>Regular contact with employees of the school and other outside bodies, on matters that are generally non-contentious.</li> <li>Post holder will occasionally be subject to students who are hurt/in pain and tact and diplomacy will be needed.</li> </ul>
9	<b>KNOWLEDGE AND SKILLS:</b> <i>required to be fully competent in the post.</i>
	<b>Essential</b> <ul style="list-style-type: none"> <li>Good standard of education</li> <li>A flexible approach to work with the ability to prioritise their workload</li> <li>Ability to use own initiative within department protocols</li> <li>Ability to work as a team and alone</li> <li>Excellent communication skills</li> <li>Excellent administrative skills</li> <li>Ability to work under pressure</li> <li>Self-motivated and able to work without constant supervision</li> <li>Able to take instructions when required</li> <li>Ability to think logistically</li> </ul>

	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Honesty and trustworthiness</li> <li>• Team player</li> <li>• Reliable</li> <li>• Experience of developing a positive working environment</li> <li>• Ability to maintain an unflustered, calm and professional manner in challenging situations</li> <li>• A friendly manner and good sense of humour</li> <li>• A warm and caring nature with the ability to develop positive relationships with students and colleagues</li> </ul>												
	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Excellent computer skills – e.g. Microsoft Office Software – word, excel spreadsheets</li> <li>• Experience of working in a school environment</li> <li>• Relevant courses</li> <li>• Knowledge of SIMS</li> <li>• First Aid certificate (or willingness to undertake qualification)</li> </ul>												
10	<b>GENERAL:</b> <b>Job Evaluation</b> – This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by LCHS. <b>Other Duties</b> – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. <b>Equal Opportunities</b> – The postholder is required to carry out the duties in accordance with LCHS Equal Opportunities policies. <b>Health and Safety</b> – The postholder is required to carry out the duties in accordance with LCHS Health and Safety policies and procedures.												
	<b>Safeguarding</b> – The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.												
	<table border="1"> <tr> <td></td><td>Name:</td><td>Signature:</td><td>Date:</td></tr> <tr> <td>Job Description written by: [Manager]</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>Job Description agreed by: [Postholder]</td><td>.....</td><td>.....</td><td>.....</td></tr> </table>		Name:	Signature:	Date:	Job Description written by: [Manager]	.....	.....	.....	Job Description agreed by: [Postholder]	.....	.....	.....
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