

# Job Description

**Job Title:** Art Technician/General Duties Salary: Grade 3 Immediately  
**Responsible to:** School Business Manager

**Post Hours:** 15 hours per week in Term Time, plus 5 days in school holidays to be worked in line with job requirements. (working hours to be agreed with Head of Department & Headteacher) Holidays: To be taken during school closure.

## PURPOSE OF THE ROLE

### Purpose and Objectives of Post:

To assist and support the Art Department in all aspects of display work. To create inspirational displays of pupils, work as required. To prepare resources for practical lessons as required. To support teaching staff and pupils as required. To organise stock and materials, and maintain safe, clean and tidy work areas. To be part of the staff duty team. You will also support the day to day running of the school and step into other areas of the school should it be required.

## KEY RESPONSIBILITIES

Duties & Responsibilities: -

- Mounting general displays of Art and Design work in the department and throughout the school including labelling and explanatory presentations.
- Mounting final GCSE Art and design assessment exhibitions including labelling to comply with Eduqas requirements.
- Preparation and maintenance of specialist art resources including:
  - Preparation and care of paints including tempera, watercolour gouache and acrylics.
  - Preparation card for specific 3D construction projects.
  - Preparation of materials and inks for collagraphic and lino-cut printmaking processes.
  - Preparation of dyes, equipment and fabrics for batik and textile design
  - Storage and preparation of wire for projects.

- Storage of camera and preparation of resources for photoshoots.
- Knowledge of ceramics, glazes and kiln operation.
- Collection and organization of visual resources.
- To assist in the preparation of materials, equipment, resources, experiments and teaching aids for classroom use as directed.
- To tidy up and clean classroom or other relevant working areas, materials and equipment to ensure a safe working environment at all times.
- To monitor and achieve the efficient organisation of the work and storage areas in the classroom and to ensure the cleanliness, safety and security of these areas at all times. To report any concerns to the Head of Department.
- To check delivery of resources and equipment, ensuring all resources are checked and stored safely and securely.
- To organise and store the relevant materials, equipment and resources.
- To undertake stock checks of materials and equipment, keep an accurate inventory and report stock levels to the Head of Department.

### **GENERAL DUTIES**

- Assisting with hospitality for visitors/events when required.
- To support with general school administration/office duties when required.
- To invigilate examinations if required.
- To be aware of and comply with all School Protocols, Policies and procedures including Child Protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Appreciate and support the role of other staff and professionals.
- Contribute to the school ethos, aims and the development/improvement plan.
- Participate in training and other learning activities as required.
- To undertake duties as part of the school's duty system (including break and lunch).
- **Any other duties appropriate to the post as determined by the Headteacher.**
- **There is an option to wear a subsidised uniform.**

Note The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility, and accountability of the job.

# Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
Expertise in art and design display.			
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE	
Knowledge of art and design techniques including: <ul style="list-style-type: none"> <li>• Lino-cut reduction printing</li> <li>• Collagraphs</li> <li>• Ceramic processes</li> <li>• Batik wax resist textile design</li> <li>• Acrylics, gouache, pen and wash</li> </ul> Basic ICT skills		Knowledge of the history of art  Knowledge of or interest in digital photography and apps or software e.g. PhotoShop	
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		DESIRABLE	
To be able to organise work effectively and display high levels of initiative.  To be highly organised and self-motivated  To enjoy working with children and young people			