

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Art Technician</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Art and Design</b>
<b>GRADE:</b>	<b>Support Staff Pay Scale Pts 5-7 pro rata</b>
<b>WORKING WEEKS:</b>	<b>Term time only</b>

**PURPOSE OF POST:** The post holder will play an important role in the effective operation of the Art & Design department by providing technical and administrative assistance to staff and students ensuring the smooth running of the Art & Design provision

### **Main Duties & Responsibilities**

#### **Provision of requirements for practical work**

- preparing materials and equipment for staff and students to use, i.e. preparing and coating screens, stretching frames, charging cameras
- checking and issuing equipment and materials to all studios following health and safety guidelines, i.e. cameras, sewing machines, specialist art materials
- setting up studios for practical lessons, and if required, working with students demonstrating use of basic hand tools, bench procedures and simple 3D construction methods
- dealing with spillages, breakages and equipment problems as required during practical studio sessions
- ensure all materials and equipment loaned to students is recorded and returned after use from all studios in full working order

### **Maintenance of studio facilities and resources**

- maintaining general studio facilities, liaising with cleaning staff and the estates team as appropriate regarding all art studios
- organising and storing equipment and materials in the workshop, including power & hand tools, cameras, etc.
- cleaning and maintaining equipment as appropriate
- maintaining and care of resources, e.g. still-life objects, books etc.
- maintaining careful storage of students' work, including components and final outcomes are retained for examination or exhibition purposes

### **Organisation and management of practical resources**

Operating efficient systems for:-

- carrying out weekly stock checks and keeping online stock records
- ensuring that appropriate stock levels of materials and equipment are monitored and maintained, notifying the Course Leader of any problems
- placing and following up orders, checking deliveries and keeping financial records
- making local purchases if necessary and keeping records as appropriate

### **Technical advice and assistance**

- advising staff and students regarding the availability of resources
- advising and assisting staff, and students as appropriate, concerning the use of materials and equipment, i.e. health and safety protocols when using flammable products, sewing machines, cyanotype chemicals
- general woodworking – e.g. operating a bandsaw, chop saw and power tools
- assisting in practical activities as appropriate, in a professional manner
- ensure safe working practices are followed at all times, including appropriate storage, handling and disposal of materials (eg chemicals, sharps, tools)
- to keep a record of health and safety regulations (CLEAPSS) and log any issues regarding health and safety practices in the art studios

- ensuring any risk assessments required are established and carried out and that all activities comply with College and national health and safety requirements

### **Maintaining effective and efficient communication**

- liaising with Course Leader and subject staff re daily/weekly work schedule
- maintaining an effective and positive dialogue with the Course Leader, staff and students as appropriate
- working as part of the Arts team, attending regular meetings with the Course Leader re work schedule, progress update and any potential problems

### **Provision of cross-College support**

- carrying out duties as required, e.g. setting up of exhibitions, assisting with workshops/residencies
- assisting with the activities reasonably required by the Course Leader or the Principal

### **General Duties**

1. To respect confidential issues linked to home/student/teacher/college work and to keep confidences as appropriate.
2. To support and promote the ethos and wider life of the College and to make a contribution to this shared responsibility.
3. To be informed about the financial basis of the operation of the College and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the students.
4. To supervise the use and care of the College fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.
5. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
6. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
7. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

8. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
9. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
10. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: April 2026

## PERSON SPECIFICATION

	Essential (E) / Desirable (D)
<b>Qualifications / Knowledge</b> <ul style="list-style-type: none"> <li>• minimum of four subjects at GCSE level (grades A*-C or 4 and above), or equivalent</li> <li>• An Art/Design qualification at level 3 or above</li> <li>• Knowledge of Health and Safety at Work</li> </ul>	 E  E E
<b>Experience</b> <ul style="list-style-type: none"> <li>• Previous experience of operating in an Art Department</li> <li>• Experience of handling a range of art materials and equipment</li> <li>• Experience of organising and maintaining facilities and resources</li> <li>• Experience of stocktaking and resource management</li> </ul>	 D E E D
<b>Skills and Aptitudes:</b> <ul style="list-style-type: none"> <li>• Good IT and literacy skills</li> <li>• Good communication and interpersonal skills</li> <li>• Practical skills relating to maintaining resources</li> </ul>	 E E E
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>• Ability to relate positively and professionally to young people</li> <li>• A flexible and approachable manner</li> <li>• Enthusiastic approach to work</li> </ul>	 E E E

### Salary and Conditions of Service

*This is a full time, permanent post working term time only, 37 hours per week. The start date will be 13 August 2026*

The normal working days and starting and finishing times will be Monday to Thursday 8.30am – 4.30pm and Friday 8.30am – 4.00 pm with 30 minutes for lunch each day, but may vary from time to time to meet the requirements of the post. Salary is pt.5-7 on the Support Staff scale, currently £25,159 - £25,951 pro rata (actual salary for term time only would be £22,582 – 23,293 per annum) dependent on qualifications and experience.

The contract will be based on a model for support staff produced by the National Joint Council of the Sixth Form Colleges' Association.