

Job Description

Post Title: Art Technician

Location: Rushcliffe Spencer Academy

Salary/Pay Range: NJC2 – 4 £6,418.39 – £6,677.31 (actual salary)

Hours of work: 15 Hours Per week, Term-Time Only, One Year Contract

Reporting to: Head of Art

Safeguarding

Rushcliffe Spencer Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Main purpose of role

To provide general administrative and specialist technical support to the Art department.

Duties specific to this role

- Carrying out daily routine maintenance of Art equipment and materials in the Art department.
- Managing the storage of materials, equipment and artwork.
- Preparing specialist materials and equipment for use in lessons.
- Assisting with the documentation of pupils' work and to distribution of work back to pupils.
- Assisting with photocopying, departmental administration and basic ICT support, liaising with other school support teams (e.g. reprographics, IT support) as required.
- Assisting with departmental displays and the preparation, mounting and installation of artwork around the school.
- Providing assistance to teachers in the preparation of teaching resources, aids and materials.
- Carry out regular checks of the Art rooms (including the computer room), liaising with the cleaning and site teams on any issues that arise and need rectifying.
- Assisting with the ordering of materials under the guidance of the head of department.
- Checking deliveries brought over by the site team, unpacking them and distributing stock to rooms as required.

- Completing risk assessments and supporting with the administration of other health and safety processes under the direction of the head of department.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge and qualifications in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all school policies including in particular Health and Safety and Safeguarding.
- Participate in the school appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Education & Training:		
Educated to a good standard with GCSE English and Maths (A*-C)	✓	
A level Art or significant experience of working in Art and Design settings	✓	
Experience of working in a school setting	✓	
Knowledge & Skills:		
A good understanding of a variety of art media, equipment and techniques	✓	
Good ICT skills including proficiency in Microsoft Word, PowerPoint & Excel	✓	
Skills in the use of graphic design software such as Photoshop		✓
Good administrative skills	✓	
Good written and verbal communication skills	✓	
Personal Characteristics:		
Ability to show initiative and work independently within an agreed framework	✓	
Commitment to work co-operatively with colleagues and other professionals.	✓	
Positive communicator and able to listening effectively	✓	
Commitment to pursue continuing professional development to address the needs of the department and own areas for development	✓	
Enthusiasm	✓	