**St Aidan’s Church of England High School**

**Art Technician**

**10 hours per week (term time only)**

St Aidan’s requires an Art Technician to assist a thriving department. This appointment is a technical position supporting the Head of Art with the smooth running of the department. The post holder is required to work closely with the teaching staff and to maintain stock levels of goods and equipment. Good communication and organisational skills are essential.

**Main duties and responsibilities**

* To carry out daily maintenance duties as specified by the Director of Learning for Art and Technology
* To maintain equipment, materials, facilities and services in the art studio and ensure they are in good condition
* To manage the storage of materials, equipment and artwork efficiently and in good order.
* To prepare specialist materials and equipment for use in lessons
* To document pupils’ work and to distribute work back to pupils
* To provide technical assistance to pupils during lessons and private study sessions
* To provide technical support to staff and pupils for ceramics, sculpture and to assist with firing and glazing
* To be responsible for art departmental displays and the preparation, mounting and installation of artwork around the School
* To provide skilled assistance to academic staff in preparation of teaching aids
* Liaise with caretaking and cleaning staff
* Have a technical frame of mind and the ability to resolve technical issues

**Administration**

* To be responsible for all ordering under the guidance of the Head of Art
* To complete documentation and maintain computerised/manual records associated with technical services
* To check incoming deliveries, to unpack and distribute as necessary
* To issue materials as required
* To maintain a suppliers’ database
* To review the inventories of resources

**Qualifications and skills**

* Excellent communication skills and ability to build effective working relationships with staff and management at all levels
* The ability to work well and enable effective communication with other Art Technician post-holder on handover/handback of work.
* Basic computer skills in Word, Excel and PowerPoint
* An understanding of Adobe Suite including Photoshop would be advantageous but not essential
* An appreciation of children’s specific needs
* Art based training would be beneficial but not essential
* Woodworking skills would be an advantage (making picture frames, hanging pictures etc)
* To keep abreast of new techniques in identified specialist areas
* Knowledge of digital programs desirable but not essential
* Printing photography capability/understanding desirable

**Training**

* Training on use of machinery will be provided as necessary