



ST BIRINUS SCHOOL

Inspiring Excellence through Care, Courtesy and Commitment

- Post:** Art Technician
- Grade:** 4
- Hours:** 14 hours per week (term time only)
We would ideally like someone to be able to work a couple of hours every morning, but there is flexibility to the working pattern, which can be discussed at interview
- Responsible to:** Head of Art, Design and Technology Faculty
- Responsible for:** There are no line management responsibilities associated with this post.

Purpose of the Job

To provide general technician support to the faculty, including preparation and maintenance of resources and support to staff and pupils.

Key Responsibilities

- Preparation of art equipment and materials for use by pupils
- Sorting, preparation and mounting of pupils' work for exhibition purposes
- Assisting in the preparation of work areas
- Generally keeping areas within the department tidy.
- Report to the Head of Department any problems or deficiencies with regard to Health and Safety regulations.
- Keeping of Health and Safety records, including updating when required (incl. COSHH)
- Maintenance and care of equipment and facilities in the department in line with Health and Safety requirements.
- Order and receive items of stock and check invoices in consultation with the Head of Department.
- Loading, firing and unloading of the kiln as needed and providing clay and making and maintaining glazes
- Making up photographic chemicals
- From time to time, work with students as a classroom assistant to assist the teacher with class group activities. When doing so, assist with issuing materials and equipment as needed.

To undertake such other reasonable duties and activities as may be required from time to time as directed by the Headteacher or the postholder's line manager.

General Responsibilities

- Be aware of, and comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training as required

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Person Specification

Essential

- Ability to use relevant equipment/resources
- Knowledge of the subject/technical area
- Knowledge of relevant policies/codes of practice and an awareness of legislation in the area
- Ability to identify own training and development needs and co-operate to address these.
- Ability to relate well to children and staff
- Good numeracy/literacy skills

Desirable

- Experience in the art sector

July 2022