

## ARTS TECHNICIAN

Salary Band: C  
Role Profile: 1532 - Technician  
20 hours per week term time only  
Responsible to: Head of Expressive Arts/Art and other delegated teaching staff  
Overall function: to support teachers in the classroom

### Schedule of Duties:

- to assist teachers and pupils with the display of art work
- to observe health and safety regulations
- preparation of materials, tools and equipment under the supervision of the head of expressive arts
- maintaining specialist materials and equipment and their storage e.g. photo chemicals and cameras
- preparation of resources for teachers and students
- maintenance of computers, printers, books and reference sources
- assisting with presentation and display around the school
- managing capititation, ordering of resources and materials and assisting with their safe and secure storage
- assisting with organisation of storage of students' work especially in relation to examination regulations
- assisting with reprographic resources
- clearing and cleaning work surfaces and specialist equipment when necessary
- assisting with whole school arts events e.g. exhibitions and productions.