**THE GRANGE SCHOOL**



**ART TECHNICIAN**

**JOB DESCRIPTION**





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**JOB DESCRIPTION**

**TITLE**: Art Technician

**RESPONSIBLE TO:** Subject Leader for Art

**RESPONSIBLE FOR:** The provision of an efficient and effective technical support service in accordance with the school’s objectives, policies and procedures.

**The following list of duties is neither exhaustive nor inclusive, but will include:**

* To be responsible for ensuring that materials and equipment are prepared for class use, i.e. demonstrations, lessons, examinations and assessments by students.
* To assist in lessons and examinations, as directed, ensuring that teaching staff are provided with the appropriate support and are familiar with the operating procedures of the materials/equipment in use.
* Provide assistance in preparing and making art-based provisions, e.g. class materials and resources.
* Preparing work for bulk photocopying and working collaboratively with the staff involved (e.g. for whole class use).
* To be responsible for the storage, maintenance and repair of equipment, including reporting and recording where necessary. To arrange for specialised maintenance to be undertaken as required and ensure that an equipment inventory is kept and updated.
* To ensure that adequate stocks of materials are available, submitting orders as appropriate via the designated member of the administrative staff. To check deliveries and update/maintain stock records as necessary.
* ****To oversee the general security of materials and equipment within the Art department and to ensure that all sinks, equipment, apparatus, work areas, desks, electronics (laptops, cameras) etc. are kept clean, tidy and locked away daily.
* To assist with the storage of students’ projects, both part finished or complete.
* To maintain classroom and whole art displays and ensure displays are updated on a regular basis.
* Ensure student work is presented in a professional and cohesive manner, ready for both moderation and art exhibition.
* To ensure that all work undertaken accords with current applicable Health & Safety legislation.
* To carry out routine and ad-hoc safety checks on equipment as required.
* To maintain an awareness of matters affecting the department and undertake appropriate training as required.
* To be aware of all necessary quality standards and performance measures and ensure they are adhered to.
* To participate in the school’s Performance Appraisal system.
* To be a fully participating member of The Grange School community.

**Any other duties commensurate with the level of responsibility of the post as may be deemed necessary without changing the general character of the job.**

**PERSON SPECIFICATION**

The successful candidate will be able to fulfil some, or all, of the following criteria:

* A knowledge of Art
* An understanding of safety issues
* Organisational skills
* The ability to show initiative and work independently
* Some ICT capability
* Some understanding of resource management
* Ability to work collaboratively
* Ability to work under pressure
* Commitment to equal opportunities
* Ability to problem solve

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**THE GRANGE SCHOOL**

**THE ART DEPARTMENT**

**STAFF AND STRUCTURE**

The department consists of one full time art teacher and one part time teacher. We also have two other teachers teaching within the department from technology. They form an enthusiastic, supportive and sociable team.

**THE ART DEPARTMENT FACILITIES**

**Spacious Studios:** KS3 Art is delivered in two large rooms, providing ample space for creative exploration. A dedicated KS5 studio caters specifically to the needs of our students.

**Comprehensive Resources:** The department boasts a well-equipped kiln for ceramic projects and a sizable stockroom brimming with materials and resources to fuel students' artistic endeavours. Additionally, students have access to a bank of laptops for research purposes, along with black and white and colour printers to bring their visions to life.

**Creative Expression:** KS3 students utilize sketchbooks to capture their initial ideas, while KS4 and KS5 students graduate to larger sheets and folders to accommodate their evolving artwork.

**Course Offerings:** We offer Art and Design at KS4. Additionally, we are excited to introduce a brand new KS5 course.

**EXTRA CURRICULAR**

Students at The Grange School are keen to progress in Art; this is reflected in the number of students who choose to attend extra after school sessions. Key Stage 4 students attend extra-curricular year-round GCSE revision lessons.

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