

Art Technician

Job Description and Person Specification

JOB TITLE	Art Technician
EMPLOYER	University of Brighton Academies Trust
RESPONSIBLE TO	Head of Faculty
GRADE	SS Grade 4
MAIN PURPOSE OF THE JOB	Provide support to teaching staff in the art/photography department
MAIN TASKS / KEY RESPONSIBILITIES	
1	To order and prepare all materials and tools that are required for the delivery of Art and Photography lessons. This will include raising purchase orders that will then be used to order the necessary items.
2	Maintain all health and safety policies for the department as well as carrying regular maintenance checks on all equipment. Also ensuring that all work spaces are safe to work in at the beginning and end of each day.
3	Preparing all resources needed for each lesson that takes place in the department these will include; printing, demonstrations and practical tasks.
4	Assist pupils during practical tasks to ensure that they are safe in their learning and achieving their full potential. This will mean demonstrating and modelling good practice to small groups of pupils alone.
5	Maintain the equipment to ensure it is in good order and organisation of the classrooms and storage facilities.
6	Conduct audits to report any broken, missing or out of date items that can be replaced, repaired or re-ordered.
7	Ensure that stock is up to date and in order so that each lesson can run smoothly.
8	Ensure that rooms are clean to fall in line with health and safety standards.
9	Prepare display work and demonstrations to promote the subject at open evenings as well as prepare activities with the curriculum leader for more practical events.
10	Liaise with each member of the department to ensure that they have all that is need for each working day. Act upon any queries and use initiative and self-direction to proactively ensure a smooth running of the department.
11	To carry out all activities in line with the Academy's policies for Health and Safety, and Equal Opportunities

12	To participate in professional development activities and performance management activities as required
13	To undertake other reasonable duties as directed by your line manager
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: September 2022	
Additional Information	
<ul style="list-style-type: none"> • All Support Staff posts within the Academy are subject to a 26-week probationary period • This post is subject to an Enhanced Disclosure and Barring Service Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

KNOWLEDGE AND EXPERIENCE

- 1.1 Some knowledge of the main Health and Safety Regulations and how they apply in an academic environment
- 1.2 Experiencing of undertaking a range of cleaning duties
- 1.3 Experience of working in a school or academy environment

KEY SKILLS AND ABILITIES

- 2.1 Ability to work effectively and supportively as a member of the Academy team
- 2.2 Ability to offer in-class support to the teacher and students
- 2.3 Ability to work in an organized and methodical manner
- 2.4 Ability to undertake a range of practical tasks
- 2.5 Ability to carry out routine maintenance of equipment

PERSONAL ATTRIBUTES

- 3.1 Ability to establish positive relationships with students, including those with special educational needs
- 3.2 Willingness to take personal responsibility for standard of work carried out
- 3.3 Willingness to participate in further training and development opportunities offered by the academy, to further knowledge
- 3.4 Willingness to maintain confidentiality on all Academy matters
- 3.5 Commitment to equal opportunities

