



JOB DESCRIPTION

Art Technician

Term Time Only
30 hours per week

Main Purpose of the Post

Under the overall direction of the Head of Department, you will provide technical support to the Art Department, including the preparation of teaching aids, information, and materials to teaching staff, colleagues, and students.

The technician role forms a central part of the work of the department, and you will work closely with teaching staff to support, develop, and assist students on a one-to-one basis to further extend the work of the department and the experiences of the students.

Specific Responsibilities of the post Include:

Specialist skills and duties

- To use specialist skills, qualifications, and experience to support KS4 students within the department by providing practical coursework and exam intervention on a one-to-one basis including, individual research, development, purposeful exploration, and creative responses
- To research and create relevant resources for KS3, plus preparation of KS4 personal investigation and externally set assessment resources
- To assist the HOD with exam deadlines, data entries, external moderations
- To provide technical support to include the preparation of teaching aids, information, and materials
- To clean and maintain tools, equipment, stock, or hardware to be used by teachers or students, including organising repairs with outside agencies
- Mount displays within the department, including producing headings by hand or on the computer and preparing the laminating display materials
- Set up and clear away displays for parents' event, options evening
- Gather up resources either by phone, post or in the local area for use by students in their work including organising speakers when required
- To assist in the organisation and booking of school trips/visits
- To assist in the organisation of extra-curricular events
- To help maintain displays throughout the school
- To assist in the photographic documentation of students' artwork

- To assist in the purchasing and costing of goods
- To assist with maintenance records
- To be responsible for the stocktaking and maintenance of stock and equipment for the department, ensuring it is in the correct place and replaced where necessary
- To ensure operation within the Health Safety guidelines in accordance with agreed practices
- To monitor and report on damaged or missing resources, both consumable and non-consumable

Other Responsibilities:

- To be willing to undertake training as necessary to remain up to date in your role
- To participate in personal and team reviews
- To be familiar with Health & Safety regulations
- Requirement to be flexible with working hours to suit the needs of the school e.g. Open Days, and any out-of- hours meetings
- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is always given priority
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all school's policies are implemented as appropriate
- Attend all meetings as directed

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

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Signed (Line Manager)

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Date

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