

JOB DESCRIPTION

POST TITLE:	Art Technician
RESPONSIBLE TO:	Subject Leader for Arts
Grade	SCALE 3
Hours	15 per week during term time only (38 weeks)

PURPOSE OF THE JOB:

To ensure the provision of timely and effective support to all teaching staff in the Department in discharging their curricular responsibilities to pupils throughout the school, including examination candidates for GCSE and 'A' Level.

PRINCIPAL RESPONSIBILITIES:

1. Provide timely and effective preparation of materials for lessons, through regular liaison with teaching staff.
2. Preparation of all practical lessons throughout the school including 'A' Levels and GCSE work.
3. Preparation of resources, including reprographics and organisation of visual aids.
4. Collate and organise the photographing of students work for assessment database. Maintain high standard of exhibitions and displays around the School and Art rooms.
5. Ensure the proper maintenance of all equipment for ceramics, printing, ICT and 2D and 3D areas.
6. Organise and monitor storage areas, including ensuring that the correct stock levels are maintained, purchasing small items and maintaining the petty cash account for the Department.
7. Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and pupils.

ADDENDUM

1. Undertake any professional duties reasonably delegated by the Headteacher.
2. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the holder of the post.