

## **JOB DESCRIPTION**

**Job Title:** Art Technician – Apple Mac Support

**Reporting To:** Programme Manager - Art and Design

**Salary:** £20,093 - £21,831 per annum pro rata (actual salary £16,074 - £17,465 per annum), plus additional responsibility allowance of £2,000 per annum

**Hours:** Part time, 4 days per week

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### **Main Responsibilities:**

- Provide technical server and maintenance support for Apple Mac computers including:
  - Imaging
  - General maintenance of machines
  - Technology updates
- Respond to student and staff requests for technical support and resolve technical issues as they arise.
- Organise the bid for replacement and/ or updates to the stock of IT equipment in the department.
- Provide technical instruction and training for the safe use of machinery.
- Prepare materials for use across all subjects within the department.
- Check levels of stock to be ordered.
- Ensure that classroom supplies are replenished as required and equipment/resources are available for lessons.
- Maintenance and safe storing of equipment and ensure that they are serviced, where applicable.
- Assist in the mounting and displaying of work around the department and the college.
- Assist in the sale of art materials to students.
- Keep inventories of equipment and complete all necessary paperwork.
- Ensure that student work areas are safe, clean and tidy.

### **Other Information**

**Contract/Hours:** This is a part time permanent post. The actual hours and days of work will be agreed with the post holder

**General:**

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' which reflect the college's operational aims and objectives.
- Undertake training and development activities relevant to the position.
- Cooperate with the college in complying with relevant health and safety legislation, policies and procedures.
- Carry out the duties and responsibilities of the post in compliance with the college's equal opportunities policy.
- Support the aims and ethos of the college.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and undertake training as required.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**Person Specification: Art Technician – Apple Mac Support**

<b>Criteria for Selection</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Qualifications</i></b>	<ul style="list-style-type: none"> <li>GCSE English and Maths grade A - C or equivalent, or able to demonstrate this level of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>Further or higher education qualification in a relevant subject</li> <li>Apple macOS support essentials certified</li> </ul>
<b><i>Experience</i></b>	<ul style="list-style-type: none"> <li>Experience of working with and supporting information learning technology in a working environment</li> <li>Experience of working within an art and design environment or as a technician in a similar area</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with workshop and other technical machinery, including bandsaw, laser cutter, disc sander, panel saw, pillar drill, vacuum former and sewing machines</li> <li>Experience of writing risk assessments and understanding of COSHH</li> <li>Experience of working in an educational environment</li> <li>Experience of supporting Apple Mac computers within an educational environment</li> </ul>
<b><i>Skills and Abilities</i></b>	<ul style="list-style-type: none"> <li>Ability to use a range of hand and machine tools relevant to the post</li> <li>Ability to work in a supportive and patient manner with students</li> <li>Ability to develop good working relationships with students and colleagues</li> <li>Excellent communication skills both oral and written</li> <li>Ability to use own initiative</li> <li>Effective IT skills</li> <li>Ability to organise and prioritise own workload</li> <li>Ability to work effectively within a team</li> <li>Ability to demonstrate a flexible approach to work and changing priorities</li> </ul>	<ul style="list-style-type: none"> <li>Interest and understanding of current and past art and design developments</li> <li>Creative practitioner</li> <li>Sound understanding of basic budget systems and order forms</li> <li>Ability to maintain a working network of computers</li> </ul>
<b><i>Other Requirements</i></b>	<ul style="list-style-type: none"> <li>Awareness of and commitment to safeguarding, equality and diversity and health and safety</li> <li>Knowledge of health and safety issues within the area of art and design</li> <li>Ability to act as a registered First Aider</li> </ul>	<ul style="list-style-type: none"> <li>Passion for art and design</li> </ul>