

**Job Description Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | | Technician (Fine Art) | | | |
| **Department** | | Westminster Adult Education Service (“WAES”) | | | |
| **Unit** | |  | | | |
| *Westminster City Council has Tri-Borough working arrangements with Hammersmith and Fulham Council and the Royal Borough of Kensington and Chelsea for the provision of some services. Under S113 of the Local Government Act 1972 you may be required to act on behalf of one or both of these other boroughs.  This may mean that the location of your employment will vary.* | | | |
| **Band** | | Band 1 Steps 1-4 Target Salary Range £19,311 - £21,546. (Actual salary for 10 hours per week pro rata for 40 weeks a year is in the range £4,731 to £5,278 depending on experience and new appointments are usually made at the bottom of the scale) | | | |
| **Date Valid** | | February 2018 | | | |
| **Responsible to** | | Staff Support Manager/Course Leader | | | |
| **Staff Managed** | | | | | |
| Direct Reports: | Temps/TAC managed per annum | | Project staff managed per annum | | Are staff highly mobile or based on different sites? |
| No: 0 | No: 0 | | No: 0 | | Yes |
| **Budgets managed** | Staffing £ | | | Other £ | |
| **Purpose of Job; (Brief summary of why the job exists, what the main outcomes expected are, taking into account workforce planning)** | | | | | |
| * To provide flexible technical support for the delivery of the curriculum in a designated department. * To maintain high standards of health, safety and security in accordance with Service and statutory requirements. * To keep tools and equipment in working order, and monitor and maintain stock, equipment and resources. * To support learning and liaise with other members of staff to ensure the specialist rooms provide an effective learning environment. | | | | | |
| **Key duties and responsibilities of current role** (in bullet points): List the key activities and tasks that must be undertaken to achieve the outcomes – up to 10 normally | | | | | |

1. To provide technical support for a designated curriculum area, working under the supervision of the course leader/leaders and liaising with the lead technician and other technicians, support staff, managers, part time tutors and learners.
2. To prepare and issue materials, and set up any equipment needed for practical sessions, projects, demonstrations and assessments.
3. To organise, catalogue, label and tidy stock and resources.

1. To maintain stock control and inventories, identifying low stock levels, and preparing and processing orders in accordance with Service procedures.

.

1. To receive and check deliveries against orders, keeping records of invoices.
2. To liaise with Facilities staff to ensure effective functioning of studio and storage areas, reporting faults, checking and maintaining tools and equipment, organising simple repairs, keeping a maintenance log, and following a planned servicing schedule where appropriate.
3. To ensure safe storage, care and/or disposal of materials and equipment after use.
4. To liaise with staff and learners to ensure they follow safe working practices and maintain good order in all stores and work areas.
5. To follow Health and Safety procedures including carrying out COSHH and risk assessments, maintaining information sheets and notices, and completing accident and incident records.
6. To provide support for learners in the classroom and facilitate learner workshops.
7. To advise on and demonstrate how to use equipment and follow technical procedures correctly.
8. To frame, label and display art work as required, including setting up and taking down displays, and assisting in the mounting of exhibition work.

**General**

* To actively promote equality and diversity in all aspects of work with and for the Service.
* To take responsibility for own professional development and participate in relevant internal and external activities.
* To implement the Service’s health and safety policies and practices, including Safeguarding and Prevent.
* To carry out the above duties within the requirements of the Data Protection Act.
* To carry out the above duties in a confidential and sensitive manner.

|  |
| --- |
| **This job description is current as at the date shown although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect changes in the job. The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Service.** |

**Person Specification**

The person specification outlines what is essential for the competent performance of full duties and responsibilities of the job, including professional or specialist skills or experience required. Applicants will need to demonstrate in their supporting statement how they meet the criteria listed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Title:  **Technician (Fine Art)** |  | **We will assess your match to the criteria from:** | | | |
| KEY: (E) – Essential (D) - Desirable |  | Appl. Form | Tests | Interview | References |
| **QUALIFICATIONS/EDUCATION/TRAINING** |  |  |  |  |  |
| Hold a recognised subject specialism qualification at a minimum of level 2 (level 3 or above preferred) | E | ✓ |  | ✓ |  |
| **PROFESSIONAL KNOWLEDGE/UNDERSTANDING** |  |  |  |  |  |
| Good understanding of health and safety procedures within this area of work and a willingness to undertake related training | E | ✓ |  | ✓ |  |
| An understanding of adult and community learning, including the role of Ofsted | D | ✓ |  | ✓ |  |
| **EXPERIENCE** |  |  |  |  |  |
| Experience of stock control and administrative procedures including stock rotation | E | ✓ |  | ✓ |  |
| Experience of working within fine art and using art materials | D | ✓ |  | ✓ |  |
| Experience of working in an education setting | D | ✓ |  | ✓ |  |
| **SKILLS** |  |  |  |  |  |
| Ability to communicate effectively face to face, by email and on the telephone | E | ✓ |  | ✓ |  |
| Good working knowledge of ICT, including online ordering and updating spreadsheets | E | ✓ | ✓ | ✓ |  |
| **DISPOSITION/PERSONAL QUALITIES** |  |  |  |  |  |
| Ability to prioritise and work efficiently within a busy environment | E | ✓ | ✓ | ✓ |  |
| Ability to work as part of a team | E |  |  | ✓ |  |
| Ability to use own initiative and work flexibly | E |  |  | ✓ |  |
| Commitment to working with a wide range of learners and providing a high quality service | E | ✓ |  | ✓ |  |
| **KNOWLEDGE/UNDERSTANDING OF KEY POLICIES** |  |  |  |  |  |
| Understanding of Health and Safety at work and its application to this post | E | ✓ |  | ✓ |  |
| Commitment to equality and diversity and a good understanding of its practical implementation in the role | E | ✓ |  | ✓ |  |
| Understanding of Safeguarding and Prevent legislation within the educational sector or a willingness to undertake immediate training | D | ✓ |  | ✓ |  |