



Hendon School

Job Description

Job Title:	Art Technician
Hours:	16 hours per week / Term time only
Salary	£20,136 – 20,667
Actual Salary:	£7,457.78 – 7,654.44
Grade:	15 - 18
Reporting to:	Head of Creative Arts
Line Management:	None

JOB PURPOSE

- To support the delivery of art and design by providing practical day-to-day support in the learning environment, helping manage the department's resources and supporting other members of the department.
- To ensure that the learning environment (classrooms and student displays) are well kept and presented to an excellent standard, promoting the outstanding work of the department both within the school and externally.

RESPONSIBILITIES:

General

- Departmental Stores
- Organisation of resources

- Preparation of Teaching Resources
- Liaising with Galleries/Museums regarding trips and workshops
- Minor administrative duties
- Displays
- Production of Examples
- Assist with the setting up and display of work for the annual exhibitions (Art/Photography) and set for the exam moderators
- Monitoring materials, tool damage and use of sundries
- Ordering, stock, new equipment, catalogues and magazines and stationary
- Supervising deliveries and trouble shooting

Health and Safety

- Full checks of all plant and equipment, including Kiln room and Dark room
- Safe storage of hazardous materials for Ceramics, Photography and Printmaking
- Logging of all faults
- Logging of any accidents
- Taking action where appropriate
- Reporting any faults to Head of Faculty
- Monitoring action taken
- Attend appropriate Health and Safety Courses

Art Rooms

- Maintenance of Art Rooms: Art Equipment, machines, ceramic equipment, textile equipment, photographic equipment, printmaking equipment and furniture and fittings.
- Up-keep of tools
- Loading/unloading kiln
- Firing kiln
- Reclaiming clay
- Repairing of equipment
- Helping with minor decoration
- Creating displays
- Tidying up
- Maintaining sink areas, drains and traps

Teaching

- Assist Teachers where necessary
- Providing in-class support to the Teaching staff
- Supervise pupils
- Organising cover work and support for the cover Teachers
- Photocopy materials (where necessary)
- Preparing demos (for Teaching staff)

- Making sure cameras and other equipment are charged and ready to use, burning materials on CD and DVD, keeping track of the photography equipment lent to the students.
- Liaising with Head of Photography to maintain Scratch drives in computer suites.
- Setting up; machinery, computers, projectors and ceramics.

Line Management

The Art Technician is directly responsible to the Head of Department 16 hours a week as negotiated, who will regularly liaise with the technician, allocate work and monitor procedures.