



## Art Studio Technician

Commencing as soon as possible

### Principal role

The main purpose of the role is to support the Art Department in the facilitation and further development of excellent teaching and learning in a healthy and safe environment.

Skills and knowledge of the following will be beneficial, but training will be provided where necessary.

### Materials & equipment

#### ORDERING including:

Check stock quantities; order; source items; follow up orders; collect items from delivery point; check deliveries; return incorrect items; put items away; sign invoices; maintain records of invoices; maintain spreadsheet records.

#### MAINTENANCE including:

Keep all studios organised and tidy: brushes clean; clay wrapped; paints and white spirit organised; ceramics facilities clean; clay recycled; books and other resources organised and tidy; everything in its home.

#### ORGANISATION including:

Keep materials and equipment secure, labelled, organised and accessible; keep records of loans.

#### PREPARATION including:

Prepare materials and equipment for lessons; mix glazes and slips; set up still-lives; photocopy, print and laminate resources; prepare exemplar materials & resources.

### Furniture & accommodation

#### MAINTENANCE including:

Ensure that the studios are kept clean and operational in liaison with Premises and the cleaning team; ensure that sinks and traps are cleaned and operational; ensure that furniture is kept clean and maintained.

## ORGANISATION including:

Ensure the ease of movement and work throughout the studios by moving furniture and artworks on a frequent basis.

## PREPARATION including:

Ensure that studios are set up for specific projects or events including furniture, display walls, lighting.

## Display

Prepare work for display and keep it up to date in the Art Department and across the whole school site.

Help prepare work for school displays across the site.

Prepare displays and dismantle displays for moderation.

Assist with the preparation for the annual Art Exhibition held in the Summer Term.

## Health & safety

Take responsibility for CLEAPS and other key health and safety tasks such as Risk Assessments.

Undertake COSHH Training.

Ensure hazardous materials and equipment are supplied, cleaned, kept safe and secure ensuring safe practices when materials and equipment are in operation.

Prepare equipment for PAT Testing.

Update COSHH records.

Carry out simple visual safety checks.

## Pupil work

Ensure that pupils' work is safe, organised, secure and is collected after they have left

Liaise with parents over the collection of work.

Dispose of / recycle unwanted work.

## Assistance

Assist pupils and staff with technical aspects of complex projects; provide technical guidance; provide an extra pair of hands.

Supervise pupils during extra-curricular studio opening hours.

## Ceramics

Organise and operate the kiln firing routine: pack the kilns; programme the kilns; fire the kilns; unpack the kilns; maintain the kiln and kiln furniture; arrange annual kiln and spray booth maintenance; maintain the organisation of the ceramics & sculpture facilities and storage of work and equipment.

Ensure the safe and non-hazardous operation of the ceramic and sculpture studios through thorough cleaning, storage and organisation of ceramics, plaster, silicone, alginates and other materials and uphold best practice amongst students and teachers.

### Other duties

Carry out other duties as may be reasonably requested by the Head of Art.

This job description will be reviewed and maybe the subject of amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.