



The Holy Trinity Church of England Secondary School

Art Technician Job Description

Salary:	West Sussex Grade 3 Points 11 – 13 including Crawley Fringe Allowance
Hours:	Term time plus INSET, 35 hours per week. 8.30 - 3.30, 5 days a week (with 30 mins lunch break)
Position Level	SCH G07

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	<ul style="list-style-type: none">• Head of Art
Responsible for:	<ul style="list-style-type: none">• Technical and administrative support for the Art department
General:	<ul style="list-style-type: none">• To share in the corporate responsibility for the well- being and discipline of the students attending the school.
Duties:	<ul style="list-style-type: none">• Provide general support to staff and students, including preparation of resources and equipment ready for lessons in Art and Photography rooms• Timely and accurate preparation of materials for lessons Setting up computer/photography equipment as necessary.• Assisting with demonstrations/class practicals as necessary.• Checking, ordering and maintaining stocks. Purchasing and

	<p>obtaining some materials locally.</p> <ul style="list-style-type: none"> • Record keeping of orders and departmental budget. • Liaising with the finance office and others to order replacement equipment and materials. Checking orders that have been received. • Photocopying materials/producing resources. • Routine maintenance/ servicing, repairing, cleaning and labelling of equipment used in the Art and Photography rooms including identification of replacements required and sourcing where necessary. Including packing, unpacking and general maintenance of the kiln. • Where applicable ensuring equipment and procedures used are compliant with Health & Safety standards • Liaise with contractors in respect of maintenance and servicing of equipment • Mixing and preparation and storage of glazes and chemical used for photography • General tidiness of the practical rooms. • Making and framing canvas stretchers. • Preparing displays in the department and around the school. • Other general clerical, admin, technical support eg photocopying, printing, display, collection and recording of money. • Participate in training and other learning activities and performance development as required. • Organising cover work for absent staff, particularly in emergencies. • To support cover teachers in terms of providing and organising resources that are required. • Provide support for the Alternative Curriculum provision in terms of ordering materials approximately termly. • Communicate regularly and effectively with the head of Department
Generic Duties	<ul style="list-style-type: none"> • To deputise in the absence of other staff as required

CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with the Admin Department</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>
	The Holy Trinity Church Of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.

PERSON SPECIFICATION		
	Essential	Desirable
Willing to submit to a DBS Check at enhanced level	?	
Confident and courteous telephone manner	?	
Efficient, organised and precise	?	
Ability to keep calm and focused in pressurised situations	?	
Diplomatic, discerning and able to deal with confidential information	?	
Good relationship with children and adults	?	
First Aid qualification		?
Willing to undertake relevant training	?	
Enthusiastic	?	
Uses own initiative	?	
Problem-solver with a “can do” approach	?	
Strong ‘customer service’ ethic	?	
Team player	?	
Flexible	?	
Representative of the school’s ethos and core values	?	
Evidence of artistic and technical capability	?	
An interest and experience with dark room film processing and digital photography software such as Photoshop		?
Confident with administrative IT such as using email, word, excel, powerpoint, publisher and basic photo editing		?
Educated to at least Level 2 (GCSE A*-C or equivalent) in Art	?	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English	?	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics	?	
Previous education experience		?

Applicants should be flexible, good humoured, willing to learn and conscientious; able to work alongside staff and pupils. They must be sympathetic to the ethos of the school.

Previous experience is not essential although applicants should have good qualifications at least to ‘O’ level or GCSE level as well as some sort of artistic and technical capability. Training can be provided to familiarise the person appointed with the use of relevant materials and equipment. There may be some occasions when certain materials have to be delivered or collected locally and for this reason a car user would be preferred.