

Job Description – Art Technician

Job Title	Art Technician
Grade	Scale 5-6 (£11,135.43 - £11,534.69 pa pro-rata including fringe allowance)
Reports to	Head of Art Department
Liaison with	Teaching, support staff and students
Hours/Weeks	Part time 25 hours / 39 working weeks, Monday to Friday 8.00am to 1.30pm
Job Purpose	<ul style="list-style-type: none"> To provide practical assistance to all staff members and students in everyday tasks. To be responsible for the day-to-day maintenance of all equipment and stock (including stock taking) and preparation of still life resources.
Duties	<ul style="list-style-type: none"> To support photography work by maintaining stock and preparing chemicals as necessary. To support pottery by preparing/recycling clay and loading/unloading the kiln. To help with the organisation of educational visits. To assist with the organisation of any exhibitions (including Shenfield Library). To maintain and update framed pictures around the school. To prepare rooms during exam time. To photocopy work (enlarging and reducing) required by students especially at exam time, and manage use of the epidiascope. Coordinate use of IT equipment such as iPads, laptops and cameras in the department. To assist with management of the department budget, writing orders, checking new stock. To assist with scenery design for whole school productions.
General	<ul style="list-style-type: none"> To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Date: September 2019