



Art Technician

Job Description

JOB PURPOSE

To provide a full range of technician services to the Art Department and to give support to the site team with regard to general maintenance tasks.

1. SERVICING OF ART WORKING AREAS

- General care of Art working areas, including the regular inspection and overseeing the maintenance of all equipment, surfaces, appliances, tools, cameras and kilns.
- Safe storage of tools and equipment and materials
- Regular inspections of furnishings tables, stools, equipment and services and the carry out of minor repairs as necessary, reporting the need for major repairs to the Head of Department.
- Maintain stocks of consumables and department equipment for use throughout the department including the safe storage of such items within the storage areas and all associated administrative tasks including ordering stock, checking stock deliveries, movement of stock and storage of stock.
- Responsible for the stock control of the 'Art Shop' all ordering and administrative tasks, all financial aspects and organisation of goods. Checking deliveries, movement and storage of stock.
- Maintain an inventory of all equipment and equipment within the department.
- Help to maintain an attractive and orderly teaching and learning environment for pupils using the Art working areas.

2. WORK AND MATERIALS PREPARATION

- Preparation and delivery of materials for classes including the production of canvas stretchers, cutting of wood and plastics, clay preparation and firing, preparation of chemicals for photographic, paint, silk screen and three dimensional processes, charging of cameras
- Provide such materials or equipment in the relevant teaching areas, and transport equipment and teaching aids where required.
- Maintain and repair teaching aids e.g. equipment trolleys, display boards, providing minor repairs as required.
- Manufacture teaching and safety aids where required.
- When required visit appropriate retail outlets and manufacturer/supplier to purchase additional items/equipment.



3. ADMINISTRATION SUPPORT

- Assisting with the production of promotional materials and resources for all Art Department areas and for the Art Shop.
- Provision of general administrative support, word-processing, photocopying and desk top publishing

4. CLASSROOM SUPPORT

- To provide support to individual and groups of students as directed by the HOD or classroom teacher during their lessons
- To provide additional support to individual and groups of students as directed by the HOD or classroom teacher during times other than their lessons
- To provide support for teaching staff at lunch times and after school (flexible working hours)
- To provide ICT technical support.

5. SITE SERVICES SUPPORT

- To assist the site team with general repairs and maintenance as required by utilising Art skills and equipment
- Assisting in the preparation, construction and monitoring of displays throughout the department and artistically throughout the school

Any other tasks or duties which are within the spirit and scope of the post and the grading of the post.

The balance of time being devoted to the range of duties and responsibilities will be subject to regular review by the Head of Art in discussions with the post holder

This post is responsible to the Head of Department Art and HR Manager.

Blue Coat Church of England School and Music College is committed to safeguarding and promoting the welfare of children. Any offer of employment to the above post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.



Blue Coat

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