

**Job Description**

**Post:** Art & Photography Technician **Date of issue:** November 2018

Wellingborough School is an independent day school founded in 1595, a school with a long and distinguished history and strong roots in the local community. One of the original school buildings can still be seen in the town centre. The School moved to the current site in 1881, growing in size and reputation. It became fully co-educational in 1979 and converted to a day school in 1999. The Prep School celebrated its centenary in 2013 and the Pre-Prep was added in 1990. Today, the Pre-Prep (ages 4 – 8), Prep (8 – 13) and Senior (13 – 18) sections create a genuine family of schools, educating around 850 pupils from across Northamptonshire, Buckinghamshire, Bedfordshire, Leicestershire and Cambridgeshire, surrounded by forty acres of superb playing fields

**Disclosure Level:** Enhanced

**Reporting to**: Head of Art, Senior School

**Hours:** Monday to Thursday, 8.30am to 4.30pm (30 minutes unpaid lunch break) = 30 hours per week, term time only.

**Salary:** £9,466.47 to £13,903.50 per annum – dependent on experience

**Key Responsibilities:**

The Art technician works with the Head of Art and provides technical and administrative support services to the Department: Training will be given.

* Mounting, framing, presenting Art work and putting up displays of work for exam moderation, exhibitions etc.
* Setting up equipment, materials & resources used in practical lesson, including mixing darkroom chemicals, processing photographic images for screen printing and photocopying etc.
* Helping to ensure the correct use of tools, machinery and equipment are available where needed, ensuring that Health & Safety regulations are adhered to.
* Produce posters, invitations for Art related events using graphic design or Adobe software.
* Ensure all hazardous chemicals are locked away after use in line with Health & Safety regulations.
* Cleaning & packing away equipment after use ensuring the Art Block is kept organised and tidy.
* Manage & maintain stocks of consumable items and keep a record of budget spending.
* Maintenance of equipment within personal abilities and liaising with site staff in production of frames etc.
* Liaise with Prep School Technician (who currently works in SS on a Friday).
* Other duties, as requested by department staff from time to time.
* Generally to support and assist the Art staff in delivering a high standard of education to the pupils at Wellingborough School.
* Liaise with external sources such as Universities and galleries etc. when required.

At times, it may be necessary to work beyond your normal hours in order to meet deadlines. Where this is necessary, any additional hours will be agreed with the HoD.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

**Revision of Job Description**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

**Child Protection and Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safe Guarding Lead or to the Headmaster.

**Applications**:

The application form should be returned together with a covering letter, in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.Please send them for the attention of Mrs Karen Harrison, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **12pm Thursday 22nd November 2018.**

**Interviews will take place on 27th/28th November 2018.**