

JOB DESCRIPTION

Art Technician	
Salary band	
Department / reporting to	Head of Department (Art)
Hours per week / weeks per year	<p>16 hours per week (term time only)</p> <p>08:00-16:30 Thursday (1 hour lunch)</p> <p>08:00-13:00 Friday</p> <p>08:30-12:00 Saturday</p>
Employment status	Permanent
Purpose and objectives of role	<ul style="list-style-type: none"> To support the Art Department in ensuring high quality provision and resourcing for teaching across the subject areas of Fine Art, Textiles, Photography and Ceramics
Key areas of responsibility, tasks and duties	<p>Promote and safeguard the welfare of the children and young people with whom you come into contact</p> <ul style="list-style-type: none"> Provide teacher support for practical lessons in Art, Textiles and Photography. Prepare materials, equipment and tools prior to lessons. Support in the creation of teaching aids, and display. Maintain of department equipment, (including basic-sewing machine maintenance). Observance of current Health & Safety Regulations and other relevant legislation, and participate in safety training as required after appointment. Maintain stock and resources and assist the Head of Department in re-ordering as necessary. Set and invigilate rooms for examination purposes. Attend and contribute towards formal meetings both departmental and for technicians. Work as a member of a strong and well-motivated team, in a flexible and productive manner. Support the senior technician the in overseeing of accounts for Art and Design. Organise storage, catering and display work for special events and visits. Collect and distribute post for department. Report departmental maintenance requests to the Estates Department.

	<ul style="list-style-type: none"> • Support the senior technician in organising and maintaining COSHH reports. • Respond and act to any unsafe acts witnessed. • Action any offsite purchasing as sanctioned by HOD on behalf of the department.
USP benefits challenges opportunities	<ul style="list-style-type: none"> • A position requiring a combination of technical, creative and practical skills. • The unique status of the school provides variety and interest as well as an exceptional working environment. • Opportunity to contribute to departmental effectiveness and the school's success. • Lunch is provided free in the school dining hall.

Person Specification

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> Minimum of GCSE A-C, O-level (or equivalent) level in English and Mathematics 	<ul style="list-style-type: none"> IT literacy
Specialist knowledge and skills	<ul style="list-style-type: none"> Adaptability; proven ability to adapt to new techniques and technology Enthusiasm; highly motivated to support department Flexibility Resourcefulness; be prepared to take on additional duties 	<ul style="list-style-type: none"> Show initiative and be proactive Desire to help staff and pupils Knowledge of and interest in carbon footprint reduction and reducing energy waste
Interpersonal and communication skills	<ul style="list-style-type: none"> Smart and personable Ability to develop and maintain professional and effective working relations with colleagues Ability to communicate clearly and confidently with a wide range of people Tact, diplomacy and discretion 	<ul style="list-style-type: none"> Ability to provide motivation and support to staff and pupils
Relevant experience	<ul style="list-style-type: none"> Able to provide evidence of successful work experience or previous employment 	<ul style="list-style-type: none"> Previous experience in a school environment
Additional requirements	<ul style="list-style-type: none"> Reliability and punctuality Energy and motivation Ability to contribute to and embrace change and innovation Ability to multi-task, take on additional tasks/responsibilities and work hard while retaining a sense of humour Ability to conduct visits off-site to collect stock and materials 	