

JOB DESCRIPTION - Art Technician

Line Manager Curriculum Team Leader of Art and Design

Role:

This appointment is a technical position supporting the Curriculum Team Leader of Art and Design with the smooth running of the department.

The incumbent is required to work closely with the teaching staff and to maintain stock levels of goods and equipment.

Main duties and responsibilities

* To carry out daily maintenance duties as specified by the Curriculum Team Leader of Art and Design;
* To maintain equipment, materials, facilities and services in the art department in good

Condition;

* To manage the storage of materials, equipment and artwork efficiently and in good order;
* To prepare specialist materials and equipment for use in lessons;
* To document pupils work and to distribute work back to pupils;
* To provide technical assistance to pupils during lessons and private study sessions;
* To assist with reprographics as and when required;
* To provide technical support to staff and pupils for ceramics, sculpture and to assist with

firing and glazing;

* To organise and supervise one lunchtime Art Club;
* To provide technical support for developing and printing in the darkroom;
* To be responsible for art departmental displays and the preparation, mounting and

installation of artwork around the School;

* To provide skilled assistance to academic staff in preparation of teaching aids;
* To maintain displays around the School;
* Liaise with cleaners and maintenance staff as required;
* Have a technical frame of mind and the ability to resolve technical issues;
* To undertake any other reasonable duties as required;
* All staff have a responsibility and duty of care to safeguard and promote the welfare of

pupils. Staff must be aware of the systems within the School which support safeguarding

and must act in accordance with the School’s Safeguarding & Child Protection policy and

Code of Conduct. Staff will receive appropriate child protection training which is regularly updated;

Administration;

* To be responsible for all ordering under the guidance of the Curriculum Tram L:eader for Art and Design;
* To complete documentation and maintain computerised/manual records associated with technical services;
* To check incoming deliveries, to unpack and distribute as necessary;
* To issue materials as required, including those ordered by pupils;
* To determine charges for pupils and to maintain accurate records;
* To input data relating to pupil performance;
* To maintain a suppliers database;
* To review the inventories of resources;

Health and Safety requirements:

* To be responsible to the Curriculum Team Leader for Art and Design for Health and Safety matters and to carry out Risk and COSHH assessments as required;
* Manual handling/lifting;

Qualifications and skills:

* Art based training would be beneficial but not essential;
* Woodworking skills would be an advantage (making picture frames, hanging pictures etc);
* To keep abreast of new techniques in identified specialist areas;
* Excellent communication skills and ability to build effective working relationships with

staff and management at all levels;

* A driving licence and the ability to drive a minibus an advantage (but not essential);
* Basic computer skills in Word, Excel and Photoshop will be expected (some training could be provided if necessary in Photoshop);
* An appreciation of children’s specific needs and a desire to play an active role within the

life of the school;

* Training:
* Training on use of machinery will be provided as necessary;
* Specialist Art training in newly developed areas of the curriculum
* Hours of work:
* 36 hours per week;
* Usual working time is 8:30 am to 4:30 pm. This post may require some flexibility in working times (during the term time for Drama production props and backdrops);

This job description will be reviewed at least annually as part of the Performance Management process to reflect changing School and individual needs. Consultation between the post holder and the Headteacher is considered a vital part of this review process.

Signed ……………………………………..

(Headteacher)

Signed……………………………………… Date…………………………………………