



Job Description & Personal Specification

Art Technician



Art Technician

Salary: Scale 3

Purpose of the post:

To provide an efficient and effective technician support service to the school Art Department.
To assist the Display Coordinator on whole school display

Reporting to: Subject Leader Art

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Art

- To support the Art Department with administration tasks. This duty includes photocopying as necessary, laminating resources, collating and organising supporting lesson resources, and creating photographic archives of students work.
- To provide some specialist technical support for students and staff in the delivery of specialist activities within A Level Art such as Sculpture, Ceramics, Photography, Textiles, Printmaking, Graphics and Fine Art
- To organise Stock Rooms, to stock-take and to order, through the web based finance system, various items for use in art lessons and the restocking of any essential equipment.
- Undertake covering of lessons with the Art Department when appropriate.
- To organise the servicing of equipment and machinery either in person or by organising a third party.
- General maintenance of everyday Art equipment. Preparing resources such as paper stretching, canvas stretching, pulp making and preparing silk screens.
- Other duties in the department include maintenance of ICT and photography equipment, maintaining the pugmill, reclaiming clay, loading the kiln.
- The postholder works mainly to the Art timetable but has to consider conflicting demands and availability of resources and arrange their working day accordingly. The post holder works mainly on their own or under the supervision of the Head of Art Department when required.

Display

- To display work for exhibitions and events within the Art Department
- To enhance the whole school display areas with displays as appropriate to the work of each department

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	<ul style="list-style-type: none"> Specialist Art Technician or school experience 	<ul style="list-style-type: none"> A level Art Technician experience 	Application Form/ Interview
Education and training	<ul style="list-style-type: none"> Minimum Maths & English GCSE (A*-C) or equivalent 	<ul style="list-style-type: none"> A level Qualification in an Art Specialism 	Application Form
Special knowledge and skills	<ul style="list-style-type: none"> Good written and oral communication skills. Ability to work unsupervised and under pressure. Ability to move chemicals and equipment around school e.g. To set up equipment for demonstrations and move equipment to a safe place for repair Ability to work on and set up displays and exhibitions Ability to work as part of the whole school team. 	<ul style="list-style-type: none"> Understanding of basic Health and Safety regulations. 	Application Form/ Interview

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.