



JOB TITLE: Art and Media Technician

RESPONSIBLE TO: Head of Art and Head of Media

Overall purpose of the role is to:

- provide technical support to the Art and Media departments
- manage and maintain the Mac network
- manage and maintain equipment, tools and materials
- assist and support students in the use of equipment and materials

Responsibilities will include:

Art:

- drawing up and maintaining an inventory of equipment for the Art department. Maintaining resources and keeping a record of stocks
- ordering materials and tools via normal school procedure, as required and authorized by the Head of Art
- servicing the central student record system
- preparing materials for Art lessons, using the 'Technician request' system, as requested by each member of the department, using the appropriate machine or hand tools. This will include preparing clay for use in ceramics lessons
- demonstrating methods and techniques to students during lesson, as requested by the appropriate member of staff and under their direction
- ensuring each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves. Liaising with the Property Team if the standard of cleaning falls below an acceptable level
- ensuring all tools and equipment are stored securely after use
- ensuring all students' work and unused material is returned to the appropriate storage area
- assisting in the preparation of classroom and corridor displays
- carrying out daily visual checks of all machinery, before being used by students. Arranging regular safety inspections of all machinery and equipment. Reporting all Health and Safety hazards to the Head of Art
- ensuring the technician's workshop is kept secure, clean, tidy and free from all hazards
- ensuring each teaching area is locked and secure when not in use
- maintaining a record of the department's risk assessments
- ensuring all departmental first aid boxes are kept up to date and stocked
- monitoring the use of resources and equipment and supporting students with technical aspects of their work
- managing the use of the photocopier. Reporting maintenance issues to Reprographics
- carrying out other tasks reasonably requested by the Head of Art, in accordance with the post holder's skills and qualifications

Media:

- downloading footage
- editing footage or assisting students with the editing and filming of footage
- maintenance of all Media Studies equipment including computers, cameras and tripods
- supporting and assisting students in developing their media practical ambitions
- filming and editing of some school events

The Art and Media Technician will carry out such other duties as may be required from time to time

Safeguarding:

- Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection policy.

Other Requirements:

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintain confidentiality at all times
- be aware of and adhere to all School policies and procedures

All members of staff are expected to work as part of a team. Within this team, there is an implicit understanding of mutual assistance and co-operation with each other. Any member of the team may expect to give and receive help when there are extra work requirements.

Last updated 4th July 2018