Logo, company name

Description automatically generated

**OUR VALUES**  
We enrich through a broad and varied curriculum

**Job Description**

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| **Job Title:** | Art Technician |
| **Job Type:** | Part Time – 25 hours a week – Monday to Friday |
| **Contract type:** | Fixed Term Contract |
| **Location:** | Tormead Senior School, Cranley Rd, Guildford GU1 2JD |
| **Department:** | Art Department |
| **Salary:** | £8,970 for the fixed term contract |
| **Line Manager:** | Head of Art |

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| **Job Summary** |
| We are looking for a Technician to work in our highly successful Art department |
| **Main Responsibilities** |
| We are seeking for a candidate who can fulfil the following roles / has the following qualities:  • An interest and skill set related to Art and Design  • Have a practical approach and a willingness to learn and work as part of a team  • Experience of / familiarity of working with ceramics and or textiles would be an advantage  • Keep track of stock, order and organise materials • Assist with the department budget • Keep the department rooms tidy and in good working order • Assist teachers in practical sessions  • Set up displays of student work and assist with exhibitions  • A willingness to work with individual / small numbers of students would be an advantage • Good IT skills essential • Some flexibility in work hours would be an advantage • Be committed to the principles and practice of equality, inclusion and safeguarding required when working with young people |
| **Safeguarding** |
| To promote and safeguard the welfare of children and young persons for whom the Art Technician is responsible, or with whom he/she comes into contact with, and to adhere to and ensure compliance with Tormead’s Safeguarding Policy 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 risks to the safety or welfare of children in the school, any concerns must be reported to the school’s Designated Safeguarding Lead (DSL) in accordance with Tormead’s policies and procedures. |