

NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Art Technician	
Working Pattern	22.5 hours per week/term-time only	
Payscale	Grade 3 £24,790 - £25,183 per annum pro rata (actual salary £12,966 - £13,172 per annum)	
Purpose of the Job	<p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p> <p>To contribute to the teaching and learning in the school by providing an Art Technician service to the Art Department, working in accordance with any currently applicable schedules.</p>	
Responsible To	Head of Art	
Responsible For	N/a	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High
Conditions of Employment	The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.	

Purpose of Role/Performance Measures:

- To contribute to the teaching and learning in the school by providing an Art Technician service to the Art Department, working in accordance with any currently applicable schedules. This includes the following areas:

Material Management:

- Prepare and organise art supplies and equipment for lessons
- Ensure an adequate stock of materials (paints, brushes, canvases, clay, etc.) liaising with finance personnel
- Order new materials as required and manage the inventory

Equipment Maintenance:

- Set up and maintain art equipment, ensuring everything is in working condition
- Assist with technical issues related to equipment like kilns, cameras or computers

Health & Safety:

- Ensure the safe use and storage of all art materials, including hazardous substances like solvents or chemicals
- Follow health and safety guidelines in the art studio and classrooms

Supporting Teaching and Learning:

- Assist art teachers in preparing lesson materials, displays, and demonstrations
- Help students with technical aspects of their work, such as using tools or techniques
- Support students during practical lessons, offering guidance on material usage

Classroom Setup:

- Support teachers in the set up and clearing away materials and tools for classes
- Organise artwork displays and exhibitions for viewing and moderation and storage

Administrative Support:

- Maintain records of stock levels and equipment
- Assist with the organisation of school events, art shows, and exhibitions

This list of duties is not exhaustive.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.