



OAKLANDS SCHOOL

JOB DESCRIPTION

ART TECHNICIAN

Scale: GLPC Scale 3 (points 5-6)
Term Time Only + 1 week (40 weeks per year
(35 hours per week)

Salary Range: £26,193 – £26,625 per annum, pro rata
Actual salary payable £23,208 - £23,591 per annum

Responsible to: Curriculum Lead of Art

Principal Responsibility:

The Art Technician will work in the Art Department and provide support to the Head of Department, Staff and students in the Department. The principal responsibility is to provide effective support for the delivery of the Art curriculum and to help to raise standards of attainment. The successful candidate must be able to demonstrate health and safety awareness and maintain a safe and hygienic working environment in the Art rooms.

Key Tasks and Duties:

- Support Art teachers in the setting up and clearing down of Art lessons
- Provide 'hands on' help with individual students during practical lessons as required
- Responsibility for maintaining a safe and hygienic working environment in the Art rooms
- To be responsible for organising the maintenance and repair for any equipment
- Shopping/ordering for materials as required

- To be responsible for the annual inventory check for the Art departmental equipment
- Use ICT and technology with confidence to support learning
- Assisting the Art teachers to maintain department filing system and organising receipts for practical lessons
- Ordering of equipment and supplies for the department
- Responsibility for co-ordinating displays around the school

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.
- To comply with health and safety responsibilities as part of performing the role.
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures, which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the postholder's contract of employment.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	GCSE English or equivalent. Degree in Art.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Production of Applicant's certificates
Experience	Some experience in art and design environment, especially Fine Arts, Textiles, Graphics or Photography/Film or 3D fine art and design.	Qualifications – vocational or otherwise in relevant areas of art and design.	Application form Interview Professional references
Skills	IT Literacy and confidence with technology, particularly editing and DTP packages, Photoshop and PowerPoint. Good communication skills. Good organisational skills.	Some experience of working in an educational environment. Some experience of working with or training young people. Some experience of managing arts environments or resources.	Application form Interview Professional references
Knowledge	Familiarity with a variety of art materials and techniques. Familiarity with image manipulation and DTP packages such as Adobe Creative Suite. Familiarity with standard computing packages such as Microsoft Office.	Familiarity with traditional and contemporary artists. An awareness of the statutory requirements of Health & Safety within arts environments.	Application Form Interview Professional references
Personal Competencies & Qualities	The motivation to work with children and young people. The ability to form and maintain appropriate relationships and personal boundaries with children and young people. The ability to work in a team environment and under pressure.	A good sense of humour. A calm demeanour. A perceptive understanding of young people and their needs and expectations.	