



BARNET AND SOUTHGATE COLLEGE JOB DESCRIPTION

JOB TITLE:

Art & Design Technician

POST REFERENCE:

SALARY GRADE:

Support Salary Scale 6 £28,242 - £30,001 per annum Inclusive of London Weighting Allowance (pro rata)

HOURS:

28.8 hours per week (0.8FTE), 38 weeks per year

PRIMARY LOCATION:

Wood Street. Can be asked to work at any location.

RESPONSIBLE TO:

Curriculum Manager: Curriculum Manager

Main Duties:

1. To support the teaching team across the faculty and to maintain the working environment of the Art & Design areas.
2. Contribute to the support of students in practical activities across the faculty areas.
3. Assist tutors with the setup of equipment and materials for taught sessions
4. Demonstrate and/or instruct students in the use of specialist studio equipment.
5. Demonstrate to students the use of specialist art processes and techniques
6. Run Open Access workshop sessions for students providing technical support
7. To ensure health & safety requirements are met at all times.

8. To stock take and order specialist materials and equipment
9. To assist with annual inventory checks of student equipment and tools
10. To assist in the production of safety check-lists and to have responsibility for reporting Health and Safety matters in the specialist fashion workshops areas
11. To be responsible for ordering stock, stock control, including security and where appropriate the sale of expendable materials to students.
12. To support the students with their preparation for exhibitions and to assist with external trips and visits as required.
13. To be a registered first aider and act as a first aider in your area of work and in exceptional circumstances in other areas of the college.
14. To keep up to date with Health and Safety requirements and to ensure the maintenance of health and safety standards in accordance with the Health and Safety at Work Act.
15. To Work within the guidelines of the College's Health and Safety policy;
16. Such other duties appropriate to the scope and grading of the post, as may be required from time to time, including interchange of duties to facilitate departmental absence cover.
17. Be aware of equal opportunities and diversity and to demonstrate these principles in all aspects of work;
18. Be aware of your College entitlement to professional development;

General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.

6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development.
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE:

The postholder will be expected to use new technology as appropriate to the post in accordance with the Learning & Technology Strategy. He/she will carry out his/her duties at all times with due regard to the College policies on Equal Opportunities, Health & Safety, Smoking and Quality Assurance.

Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.

Person Specification

QUALIFICATIONS AND EXPERIENCE

1. An education to level 3 or above in a relevant subject is essential.
2. Experience of working in the Photography industry and knowledge of working in a photography studio and darkroom
3. Experience of Digital and Manual camera processes and techniques essential.
4. Knowledge of CAD/CAM systems is desirable.
5. First aider and fire warden qualifications are desirable (to be gained within three months of commencing the post).
6. Safeguarding qualification to Level 2 are desirable

SKILLS AND ABILITIES

1. Excellent interpersonal and communication skills are essential as the post holder will be dealing with a wide range of people both inside and outside the College.
2. Numeracy is essential.
3. An ability to work under pressure and meet deadlines is essential.
4. An ability to organise own time, work on own initiative and prioritise work is essential.
5. An ability to work flexibly and as part of a team is essential.
6. Computer literacy is essential.
7. To gain relevant qualifications within three months of commencing the post.
8. An ability to work within and implement the College's Equal Opportunities Policy is essential.