

Job Description

Art Technician



Purpose of Job:

To be responsible for supporting Art, with preparing for lessons, organising and ordering resources and helping students with their learning.

Functional Links

The Art Technician will liaise with staff, pupils, parents, carers, professionals, volunteers and visitors to maintain the high standards of the school.

Reporting Relationships

The Art Technology Technician will report to the Lead Teacher for Food Technology.

Duties and Responsibilities:

1. To work both as part of a team or unsupervised, prioritizing own work and meeting deadlines under the guidance of the Art teacher.
2. To complete the ordering for the Art and Photography department.
3. To have knowledge of and operate basic Art and Photography equipment as and when required.
4. To complete a daily clean of the Art Room hard surfaces.
5. To complete a weekly clean of the Art Room and Photography room.
6. To complete a weekly check stock room replenishing stock as needed and ensuring stock rotation.
7. To ensure the Art and Photography Department is always stocked.
8. To wash and dry items as required including Art Aprons, and assisting PE with sports kit.
9. To be responsible for maintaining and organizing the classroom environment, ensuring that all Art and photography materials and resources are well cared for and readily available for instructional use..
10. To operate photocopier, franking, lamination and binding equipment.
11. To use email to communicate with other staff and external stakeholders.
12. To use the phone to communicate with external stakeholders.
13. To maintain information in a confidential manner.
14. To demonstrate a commitment to the Safeguarding of Children
15. To promote Equality and Diversity in all contacts.
16. To carry out all duties in accordance with school policies.
17. To carry out other such similar duties that may be reasonably required by the Leadership Team.