



St. Ignatius College

Turkey Street, Enfield EN1 4NP
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www.st-ignatius.enfield.sch.uk

Executive Headteacher: **M.J. Kelly MSc BSc**

Job Description

Job Title: Art Technician

Salary Scale: £10,256 to £10,441

Start: As soon as possible

Duties and responsibilities

Design & Technology

- Prepare practical equipment and other materials on time for lessons
- Clean and tidy classrooms after lessons have taken place
- Maintain equipment / resources / ICT equipment and classroom equipment
- Wash up and clean equipment and put away appropriately
- Carry out stock takes of equipment and resources making a list of materials / supplies for reordering when they are running low
- Check desk diary and with teachers for requirements – in regard to material preparation and assistance for, during and at the end of lessons
- Fire regulations and escapes: Ensure escape routes are kept clear of obstructions
- Checking what lessons are happening during the day and ensuring that rooms are prepared at least 10 minutes before the lesson is due to start
- All waste materials have been sorted into the correct boxes.
- The store cupboards are clean and clear of dust / clutter
- If a teacher is absent to ensure that the correct equipment is available in their room at the right time as per their cover lesson notes
- Assisting teaching staff and pupils in practical work when required

Administrative

- Assist with preparing photocopies and resources to support teacher and pupil needs.
- Organise and take inventory of stock on a regular basis.

Display

- Mounting of pupil work for display in the department.



- Manage displays around the department.
- Assist with mounting work for moderation and exhibitions.

Health & Safety

- Clearing and organising classrooms and storage rooms for maximum safety as appropriate.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure all duties and services provided are in accordance with the School's Equal Opportunities Policy

Additional Duties

- Support and attend events (which may be outside of your normal working hours) as directed by the HOD (overtime will be offered for such events)
- Other such duties as may be required by the HOD

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.