

**Job Description**

This appointment is a technical position supporting the three Art teachers with the smooth running of the department.

The successful appointee will be required to work closely with the teaching staff and to maintain stock levels of goods and equipment.

**Main duties and responsibilities:**

* To carry out daily maintenance duties as specified by the Head of Art.
* To maintain equipment, materials, facilities and services in three Art rooms and the exhibition area.
* To manage the storage of materials, equipment and artwork efficiently.
* To prepare specialist materials and equipment for use in lessons.
* To assist with reprographics and ICT administration.
* To assist with Art & Design departmental displays and the preparation, mounting and installation of artwork around the school.
* Assist mounting and display - of GCSE and A Level Art for moderation.
* Have a technical frame of mind and the ability to resolve technical issues.  To undertake any other reasonable duties as required.

**Administration:**

* To assist with ordering of materials under the guidance of the three Art teachers.
* To check incoming deliveries, to unpack and distribute as necessary
* To issue materials as required.
* To maintain a suppliers database.
* To review the inventories of resources Health and Safety requirements.
* To be responsible to the Head of Art & Design for health and safety matters and to carry out Risk and COSHH assessments as required by the site manager.

Manual handling/lifting Qualifications and skills.

Art & Design based training would be highly beneficial.

Woodworking skills would be an advantage.

Computer skills in Word, Excel and Photoshop will be expected (some training could be provided if necessary in Photoshop).

To keep abreast of new techniques in identified specialist areas

Excellent communication skills and ability to build effective working relationships with staff and pupils.

An appreciation of children’s specific needs and a desire to play an active role within the life of the school.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.

Staff must be aware of the systems within the School, which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.