



Art Technician Job Description

Job Title	ART TECHNICIAN
Grade	5: £19,652 - £22,265 per annum full time equivalent
Hours	37 hours per week for 39 weeks (Term time + inset). Actual salary will be £16,829 - £19,066.
Line Manager	The Head of Art
Liaison with	Governors, Headteacher, Teaching staff, support staff, students and parents
Job Purpose	To provide support to teaching staff in the preparation and delivery of lessons to ensure the highest quality teaching and learning takes place. Within the Art rooms maintain or prepare equipment and resources for lessons as requested by teaching staff and store equipment after use. This includes ensuring health, safety and hygiene rules are adhered to and notifying teachers of any difficulty in these areas.

Specific Duties:

- To assist with the day to day running of the department by ensuring that rooms are prepared and ready for lessons throughout the day and cleared at the end of each lesson and particularly at the end of the day
- To assist staff and students with work, including preparation of materials, mounting and photographing work and photocopying
- To archive photographs of work and organise sets of photographs regularly for IT Technicians to update on the department area of the school website & blog
- To maintain the art department social media account with regular updates
- To run Key Stage 3 Art Club
- To deliver short specialist workshops to A level Art students
- To provide technical advice to students as appropriate
- To order and prepare teaching materials as required
- Updating of school/classroom displays as requested
- To ensure adequate levels of materials and equipment are held within the department at any given time and monitor stocks held
- To unpack deliveries and maintain order in the store cupboards
- To help maintain the departmental budget ledger and departmental inventory
- To mount displays of Art work in the Art department and around the school
- To liaise with other staff to prepare and mount displays of work for other areas in the school
- To assist with the organisation and administration of the Art department school trips
- To assist in maintaining a safe environment in the Art department and to liaise with the Head of Art and school site staff with regards to any concerns
- To undertake appropriate training with regard to techniques, health and safety and any other areas that may be relevant to the role when required
- IT skills are essential, including the ability to use Microsoft Office and know how to store and transfer files effectively.

General Duties:

- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To participate in the Performance Management process and undertake any training commensurate with the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Employee Signature:.....

Date:

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • A basic understanding of the needs of learners • Knowledge of the potential barriers to learning • Good understanding of child/young people’s development and learning processes 	<ul style="list-style-type: none"> • Understanding of classroom roles and responsibilities • Knowledge of child protection legislation and procedures • Knowledge of school procedures
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a relevant role in either a commercial or school setting • Experience of working with Art equipment • Knowledge of Art practical sessions • Ability to make preparations for practical work for Art • Administrative experience 	<ul style="list-style-type: none"> • Experience of working alongside other educational professionals within the guidelines of school-wide policies and strategies
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good listening skills • Excellent interpersonal communication skills, including influencing skills • Good time management and self-organisation • Numeracy and literacy skills • ICT skills • Ability to keep accurate records • Ability to work successfully as part of a team • Ability to work on own initiative • Ability to be flexible and support other departments when necessary 	<ul style="list-style-type: none"> • Computer training by Head of Art where needed
<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of GCSE, equivalent awards, or able to demonstrate a good level of literacy and numeracy skills • First aid at work certificate 	<ul style="list-style-type: none"> • Appropriate first aid training
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Commitment to the school’s policies and ethos • Commitment to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and their families • Emotional resilience in working with challenging behaviours and attitudes, using authority. 	<ul style="list-style-type: none"> • Safeguarding qualification