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**JOB SPECIFICATION**

**Job Title: ART TECHNICIAN**

**Job Purpose:** To support teaching and learning within the Art Department. The role requires a well organised person with good art knowledge and practical experience. The post holder will support the Art Department in preparing for art lessons and will assist in the general organisation of the art room, stock and resources whilst also offering technical assistance.

**Responsible to: Head of Art**

**Salary:** KR4 - £6,005 - £6,387 p.a. (F/T £17,498 - £18,611 p.a.)

**Hours per week**  15 hours per week (number of days can be negotiated)

**Working weeks:** 39 weeks per year, currently term time plus one week.

**Specific Accountabilities**

General Organisation of Art Rooms:

* To organise kiln room; organise firings, processing of work and keeping clean and free of clay dust.
* To organise newspaper supplies.
* To ensure blue paper does not run out and liaise with staff if usage is excessive.
* To ensure props and resources are returned to storage on a regular basis especially at end of projects and keep the props cupboard organised
* General tidying duties

Manage Stock/Resources:

* To keep a record of stock, replenish resources and order materials when necessary
* To source materials for recycling within the school. e.g. paper offcuts from reprographics and wood/ Perspex from technology
* To update the asset register
* To go through clay and printmaking trolley once a term and wash and maintain and check resources.
* To divide resources which required (according to numbers being taught).
* To mix screen printing inks and keep topped up in smaller lidded containers.
* To check box in cupboard marked ‘Resources for Preparation’ with at least a week lead in time
* To ensure resources are prepared and kept topped up
* To organise vessels for plaster and papier mache.
* To organise keep all stock organised in store cupboards

Technical Assistance:

* To cut down wooden boards/Perspex to size, using saws in D&T
* To make up silkscreens
* To organise and oversee work being handed in with a checklist and storage areas.
* To put up work and hang exhibitions for exam groups and maintain Art displays
* To help prepare competition work for submission and frame selected work

Health and Safety within the Department:

* To check health and safety tick list every month in the department
* To organise the storage and maintenance of easels
* To move 6th form room around for display and liaise with support staff to ensure boards are moved safely
* To maintain all printing presses/ organise the servicing of the kiln etc. and all equipment

**General Accountabilities:**

* To undertake other support duties such as may be agreed from time to time.
* Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network.
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.

**Support for the School:**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

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**PERSON SPECIFICATION**

* Good general education, i.e. GCSE or equivalent in English and Maths
* Good organisational skills; ability to prioritise
* Ability to complete tasks without immediate supervision and to work under pressure when required
* Appreciation and understanding of Art as taught in schools
* Positive attitude towards working in a large community and support of the School ethos
* Sensitive to matters of confidentiality
* Punctuality, a sound work ethic and a good attendance record
* Ability to relate to adolescents and adults
* Sense of humour
* A flexible approach with a commitment to team work

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head teacher or designated deputy.