

Post	Art & Design Technician
Hours	14 hours from Monday to Wednesday. Monday 8.30am until 4.30pm. Wednesday 8.30am until 4.30pm each week. 39 weeks per year - term time only
Grade	Spine Point Range 6 - 10
Salary	£25,558 to £27,733 per annum £8,443.17 to £9,161.69 actual pro rata salary
Start Date:	Early September 2026
Closing Date	Tuesday 30 th June, 12 noon Interviews will take place early July
Responsible to	Head of Art & Design Department
Responsible for	Assist the Art and Design team in maintaining the efficient running of the department: primarily setting up and maintaining equipment and resources. There is only very limited opportunity to work with students one-to one or in class.

Duties and Responsibilities

1. Regularly maintain, check the art and design rooms and other art and design working areas for equipment and resources.
2. Work with students as directed by teaching staff. This will involve handing out resources, assisting with printing or using computer software such as Photoshop with the Photography students.
3. Assist in setting up equipment/resources for lessons.
4. Such other duties as may reasonably be requested by the Head of Department and Heads of Subjects.
5. Such other duties as may reasonably be requested by the Principal.

Additional Information

- We are happy to discuss reasonable adjustments to enable candidates to perform the role.
- All duties must be carried out in accordance with relevant Health and Safety legislation and good practice.
- The post holder is required to work in accordance with both organisational and personal responsibilities for data protection as outlined in College policy documents.
- The salary will be dependent on qualifications and experience. Sixth Form College sector conditions of service apply, which are very similar to schools' sector arrangements and salaries are reviewed by national negotiation with effect from 1st September each year.
- College support staff are eligible to join the national Local Government Pension Scheme.

Safeguarding

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- All staff are expected to keep up to date with relevant College policies and procedures and attend annual safeguarding training.

Review

This is a description of the job as it is presently constituted. The above are the main areas of responsibility and are not intended to be a comprehensive list of all administrative duties that are seen as part of the post.

The detailed duties may vary from time to time without changing the general character or level of responsibility entailed

Person Specification

Essential

1. Previous background experience in Art & Design.
2. Ability to show initiative in ensuring the department functions effectively.
3. Strong practical skills essential.
4. Willingness to undertake training as necessary
5. Flexible attitude to work and able to work as part of a team

Desirable

1. Knowledge of Photoshop and Illustrator.
2. Knowledge of Ceramics
3. A willingness to learn and/or knowledge of painting, print making and 3D