



GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.

Art technician

School: Greatfields School

Salary / grade: APT&C Scale 4 pro-rata (outer London)

Contract type: Permanent

Responsible to: TBC

Duties and responsibilities

- The role will be to support Key Stage 3, 4 and 5 art and photography groups.
- To arrange for all equipment including worksheets, books and audio-visual aids to be available, in rooms, for art and photography lessons.
- To set up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff.
- To carry out risk assessments for practicals where necessary.
- To dispose of waste materials.
- To construct apparatus and equipment.
- To clean the sinks and bench tops in the case of spillages.
- To carry out safety checks on equipment, including liaising over PAT testing.
- Taking stock of consumables, stationery, books and breakable items.
- To be first aid trained (training will be provided by the school on appointment)
- To check deliveries.
- To prepare and maintain a high level display in the art department, including
Art exam exhibitions;
Parents' evenings;
School occasions (e.g. Graduation; Presentation Evening);
- To provide general business and administrative support to the Art department e.g. photocopying, filing, faxing, arranging for the printing of materials, preparing written materials and being responsible for the safety and storage of student work;
- To be responsible for efficiently maintaining stock books, ordering and checking stock through computer-aided-administration;
- To ensure that all aspects of the department's technical equipment, activities and storage are compliant with Health & Safety regulations, particularly COSHH regulations.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.



Partnership Learning



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Photography

- Provide technical support to teacher and students during lessons and projects.
- Assist with printing, mounting and preparing work for exhibitions and displays.
- Carry out basic equipment maintenance and arrange repairs where necessary.
- Follow health and safety procedures and ensure the photography facilities are safe for use.
- Support the photography team with open days, exhibitions and other departmental events.

Textiles

- To prepare, cut and organise bulk fabrics and textiles for practical lessons and student projects.
- To prepare and maintain sewing equipment, including threading sewing machines, winding bobbins and ensuring machines are ready for use prior too the lessons.
- To prepare and organise embroidery threads, hoops, needles and other textile resources for classroom activities.
- To support teaching staff during textiles lessons by providing technical assistance and troubleshooting sewing machines and specialist equipment.
- To demonstrate the safe and correct use of sewing machines, over lockers and other textiles equipment where appropriate. To support students in developing safe working practices when using sewing machines, cutting equipment and other textiles resources.
- To undertake routine maintenance and basic servicing of sewing machines, reporting faults and arranging repairs where necessary.
- To ensure textile equipment, cutting tools and workspaces are clean, safe and maintained in accordance with Health and Safety requirements.
- To organise and safely store fabrics, patterns, student work and specialist textiles equipment.

N.B. Several of the responsibilities and duties outlined in this job description, may involve the lifting and moving of heavy equipment and other strenuous activities.

This job description may be amended at any time in consultation with the postholder.



Partnership Learning