

## Job Description

### Creative Technician

**Salary:** Grade 5 (8 -13)

**Hours:** 14 hrs

**Reports to:** Head of Creative



#### **Core Purpose:**

To support the effective delivery of the practical creative curriculum by ensuring the safe preparation, organisation, and maintenance of materials, equipment, and learning spaces within the Creative department.

#### **Main Responsibilities:**

- Ensure the timely and efficient delivery of practical art lessons by safely preparing, providing, and clearing away all creative materials, tools, and apparatus required for teaching activities.
- Prepare a wide range of art materials including paints, inks, clay, printmaking tools, and other specialist resources, ensuring they are ready for student use and meet health and safety standards.
- Manage kiln firings safely and effectively (training provided if required), including loading, unloading, monitoring firing schedules, and maintaining accurate firing records
- Stretch paper, prepare boards and canvases, prime surfaces, and organise student work for lessons, assessment, and display.
- Maintain printmaking equipment, tools, and general art resources, ensuring they remain clean, safe, and in good working order. Report faults promptly and arrange repairs where necessary.
- Assist with mounting, framing, and displaying student artwork around the school, ensuring high presentation standards.
- Support the planning, preparation, and installation of exhibitions, open events, showcases, and other departmental displays, contributing to the visual identity of the department.
- Monitor and maintain specialist tools and machinery, ensuring safe operation and compliance with school policies and safety regulations.
- Assist with stock control, maintain accurate inventory records, compile and process orders, liaise with suppliers, and ensure all safety documentation is up to date.
- Support employee engagement activities and contribute to the organisation of special events such as open evenings and departmental showcases.
- Assist teachers with creating and maintaining displays, notice boards, and visual learning environments that enhance the student experience.
- Demonstrate a strong commitment to safeguarding and promoting the welfare of young people, following all school policies and procedures.
- Always maintain confidentiality and work in accordance with Data Protection guidelines and school policies.
- Undertake any other reasonable tasks or responsibilities as directed by the line manager to support the effective running of the department.

**Personal Specification**

**Creative Technician**

	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Qualifications</b>	C/4 or higher in GCSE English and GCSE Maths	Art & Design-related degree  A Level Art, Photography, 3D or Graphic Design  5 GCSEs grade A* to C (9 to 4)  Evidence of additional training  Evidence of further relevant study
<b>Experience</b>	Experience of making art using a range of media  Experience of the creative design process	Experience in using the Adobe Suite (Photoshop, Illustrator, etc.)  Excellent subject knowledge  Experience in clay techniques, glazing, and firing  Experience of working with young people  Experience of working in a school  Experience as a Technician
<b>Personal Qualities</b>	Suitable to work with children  To have a passion for learning  To enjoy working with young people To have high expectations of self and others	To be innovative  To be charismatic

	<p>To be resilient, work effectively under pressure and meet deadlines</p> <p>To be confident</p> <p>To be able to inspire students</p> <p>To have empathy, humility and a sense of humour</p> <p>Capable of working unsupervised</p> <p>Flexible in order to cope with the demands of the post</p>	
<b>Skills</b>	<p>Excellent creative skills</p> <p>Excellent communication skills</p> <p>Excellent administrative and organisational skills</p> <p>Ability to motivate students and raise achievement</p> <p>Ability to relate effectively to students of all abilities</p>	<p>Excellent ceramics skills</p> <p>Excellent print-making skills (screen, lino, etching)</p> <p>Excellent photography skills</p> <p>Excellent 3D modeling/making skills · Excellent ceramics skills, including using the potter's wheel</p> <p>Knowledge of the glazing and firing processes for ceramics</p> <p>Excellent Photoshop skills</p> <p>Ability to lead creative enrichment sessions with small groups of students · Ability to relate effectively to parents/carers</p>