



Job Description

Job Title: Part-time Art Technician

Tuesday-Thursday, Term Time Only.

Flexible working hours and availability to work some additional hours for specific events / during school holiday periods would be available

Purpose

To provide support to the teaching staff of the Art & DT Department

Reporting to

Faculty Leader of Art and Head of DT

Line Management

None

Salary/Grade

Scale 3 (range points 13-17) full time equivalent is £28,782-£30,090 p.a.

Disclosure

Enhanced DBS disclosure

Main Duties

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Organise an effective diary ensuring staff requests and support are completed.
- Preparation of equipment and materials for lessons.
- Clearing of equipment and resources at end of lessons.
- Assisting staff with class practical work, when requested by teachers
- Recycle clay
- Prioritising and communicating effectively with staff
- Maintenance of classrooms and store cupboards and tools to ensure a clean, safe, and orderly environment
- Organisation of repairs or specific maintenance when necessary, and logging this through the school's system
- Maintenance of an inventory of materials and equipment and associated stocktaking duties. Update and organise orders and delivery paperwork
- Mounting artwork, creating and updating displays within the Department and around the school buildings.
- Mounting and hanging artwork for the annual art exhibition.
- To be the responsible member of staff in a classroom for short periods of time.
- Other reasonable tasks that may be requested by the Head of Art or DT.

Line Management

- Participate in regular line management meetings
- Participation in performance management and target setting and monitoring

First Aid and Critical Incidents

- Be a first line first aid response in the creative faculty, contacting first aiders or the medical room to deal with situations as necessary.
- Replenish First aid boxes in department
- Act as Fire Marshall or Deputy Fire Marshall – assisting in the swift and orderly evacuation of the school

Meetings & events

Attend and participate in such Staff Meetings / other working groups as are appropriate to the role

Other

- Promote Fundamental British Values whenever possible
- To support and promote the Christian ethos of the school
- Be familiar with and uphold the school's safeguarding procedures
- Any other duties reasonably associated with the post



Person Specification

QUALIFICATIONS AND EXPERIENCE

- Creative/technical training to A-Level or equivalent
- Recent training or experience with Clay & Ceramics, Textiles, Photography or Printmaking is desirable but not essential

SKILLS AND KNOWLEDGE

- Awareness of and interest in current developments in Art and Design
- Good levels of literacy and numeracy (essential)
- Organisational skills, attention to detail, ability to organise and prioritise work (essential)
- Ability to meet deadlines and work under pressure (essential)
- Good presentational skills (essential)
- Working knowledge of relevant Health and Safety policies/codes of practice/legislation (desirable Knowledge of IT systems, e.g. Excel, Photoshop (desirable)

PERSONAL ATTRIBUTES

- Excellent team-player
- Excellent communication skills, with the ability to develop constructive relationships with staff, students, agencies and professionals
- A sensitivity to the needs of young people, with an aim to nurture and support.
- Confidence, assertiveness, and empathy
- Tact, humour and assurance
- Flexibility and resilience
- Consideration of the wider school community and its ambitions
- Excellent attendance and punctuality
- Commitment to Equal Opportunities

Desirable Experience

- Previous experience of working in a school
- Knowledge of health and safety regulations pertaining to schools
- Previous experience of the technician role.
- Experience of stock control
- Good standard of education
- First aider
- Familiarity with DT tools, procedures and equipment.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake an enhanced criminal record check via the DBS.