

Job Description

Department: Art Department

Line Manager: Director of Art

Role

This appointment is a creative and technical position supporting the Director of Art and Culture with the smooth running of the department. The technician is required to work closely with the teaching staff and to maintain stock levels of goods and equipment as well as offering technical support to pupils in lessons. The Arts are valued and seen as a vital element of Brooklands School.

Main duties and responsibilities

- *To carry out daily maintenance duties and tasks as specified by the Line Manager
- *To ensure equipment, materials, facilities and services in the Art room are in good condition.
- *To manage the storage of materials, equipment and artwork efficiently and in good order.
- *To prepare specialist materials and equipment for use in lessons.
- *To document pupils work and to distribute it to pupils to put in sketchbooks.
- *To provide technical assistance to pupils during lessons.
- *To assist with reprographics and ICT administration if required.
- *To provide technical support to staff and pupils for ceramics, sculpture and to assist with firing and glazing.
- *To provide technical support for textiles work including sewing machines.
- *To be responsible for art departmental displays and the preparation, mounting and installation of artwork around the School.
- *To provide assistance to teaching staff in preparation of teaching aids and exhibitions.
- *To maintain displays around the School.
- *Have a technical frame of mind and the ability to resolve technical issues as well as having a sense of humour.
- *To undertake any other reasonable duties as required.
- *All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Administration

- *To be responsible for all ordering under the guidance of the Director of Art.
- *To complete documentation and maintain computerised/manual records associated with technical services.
- *To check incoming deliveries, to unpack and distribute as necessary.
- *To issue materials as required.
- *To review the inventories of resources.

Health and Safety requirements

- *To support the Director of Art in all health and safety matters including carrying out Risk and COSHH assessments as required.
- *Manual handling/lifting

Training

- *Training on use of machinery will be provided as necessary
- *Health and Safety training as required including First Aid.

Signature of Postholder

Date