

JOB DESCRIPTION

Job Title:	Art and Design Technician
Grade:	Scale Salary Point 6-9, £25,636-£26,754(Actual salary)
Hours / Weeks	36 hours per week, 39 weeks per year (term time only).
Reports to:	Art and Design Director of Learning

Purpose of the Job

- To provide an effective support service to the teaching staff in the Art and Design department.
- To work with the DoL of Art and all other staff to develop effective systems to manage resources and prepare tools.
- To make orders of resources, tools and equipment within the budget which is overseen by the DoL of Art.

Main Duties and Responsibilities

- To maintain an inventory of equipment for the Art and Design department.
- Ensure materials are available in each ADT room, assist teachers to prepare materials when requested.
- To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction.
- Provide support for all the ADT staff in the classroom and assist pupils with routine practical tasks.
- General administration tasks e.g. photocopying.
- Oversee servicing and maintenance of equipment.
- Provide technician support in any relevant after school activities.
- To take part in the break and lunchtime duty rota as required.

- Provide support and guidance to other technicians and cover their duties when required. E.g. during periods of unplanned absence.
- Liaise with all teaching staff to assist in developing systems and provision including schemes of work.

Health and Safety

- To ensure all tools and equipment are stored securely after use.
- To assist in preparing classroom displays for ADT. Mount and remove work as required.
- To ensure the technician's classroom is kept secure, clean, tidy and free from all hazards.
- To ensure each teaching area is locked and secure when not in use.
- To carry out daily visual checks of all machinery, before being used by students.
- To report all Health and Safety hazards to the appropriate head of department.
- To ensure departmental first aid boxes are kept up to date and stocked.
- To ensure that the Health and Safety Regulations applicable to the Art Department are complied with.
- To ensure that dirty equipment has been cleaned after use.
- To carry out a risk assessment for Art department under the direction of the premises manager.
- To liaise with the premises manager regarding annual safety checks on Art equipment.

School Display Boards

- To maintain records regarding when school display boards were last updated and liaise with Directors of Learning regarding their requirements for the regular updating of display boards.
- To liaise with the department DoLs who will provide materials to use on display boards.
- To maintain and update the Student of the Month display board.

Continuing Professional Development

- To partake in the school internal and external continuous professional development programme and gain professional development as directed by the school.

Promotion of School Values

- To contribute to whole School events as and when required.
- To support and contribute to the School's commitment to safeguarding all students
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

PERSON SPECIFICATION

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Qualifications	
Essential	Desirable
<ol style="list-style-type: none"> 1. Level 2 Qualification (or equivalent) in Numeracy and Literacy 	<ol style="list-style-type: none"> 1. ITQ Level 1 or equivalent 2. A Level or degree in Art and Design
Experience	
<ol style="list-style-type: none"> 2. Experience in working in an Art and Design environment 3. General office administration, including reprographics 4. Technical background and skill of using art, design and technology machinery and tools 5. Experience in maintaining stock control levels/ordering stock 6. General knowledge of safety issues in relation to printing/reprographic equipment 7. Using up to date software packages relevant to Art and design. 	<ol style="list-style-type: none"> 3. Experience of working in an Art and Design department in an education environment. 4. Experience of using Photoshop to produce various documents. 5. Experience of using textiles
Knowledge/Skills (Ability to)	

<ul style="list-style-type: none"> 8. Ability to use relevant technology e.g. photocopier/laminator etc 9. To carry out regular, basic maintenance, including changing toner and safety checks on all reprographic equipment and arrange repairs as necessary, to ensure smooth operation of all equipment 10. High levels of attention to detail and accuracy 11. A pleasant, outgoing personality and good interpersonal skills. 12. Ability to deal confidently with enquiries 13. Desire to provide an excellent service 14. The ability to prioritise, delegate and multi-task 15. Maintain confidential information in relation to the Data Protection Act 16. Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people. 17. Willingness to learn and develop new skills by identifying own training needs 	
Personal / Other Relevant Attributes	
Essential	Desirable
<ul style="list-style-type: none"> 18. Demonstrate vigour and persistence to achieve goals and targets 19. Set consistently high expectations of self 20. Ability to build on the experience, advice and contributions of others 21. Ability to be flexible and adaptable if required 22. Commitment to the highest standards of child protection 	

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.