



ST CLAUDINE'S
CATHOLIC SCHOOL FOR GIRLS

Job Description:	Art and Design Technician
Contract type:	Fixed term – 2 years
Location:	Crownhill Road, London NW10 4EP
Scale:	Scale 4 Point 7 – 11 + London Weighting Allowance
Reporting to:	Head of Art and Design Department

Mission

In faith, One family

School Aims

We aim to provide a school experience which:

- In its breadth introduces each student to the fullness of a life rooted in the love of God, the values of our Foundress St. Claudine and the values of the Gospels.
- In its balance establishes attitudes which produce a concern for truth and respect for all others.
- In its relevance enables each and every student to make her positive contribution to society and live a good and happy life shaped by dignity and faith.
- Respects the uniqueness of each individual regardless of gender, ethnicity, faith, social background or ability.

Duties and Responsibilities

- To assist with the day to day running of the Art and Design department by ensuring that rooms are prepared and ready for lessons throughout the day and cleared at the end of each lesson and particularly at the end of the day
- To assist staff and students with work and resources, including preparation of materials, mounting and photographing work and photocopying
- To support the school in advising staff on, and designing, display materials
- To mount displays of Art work in the Art department and around the school
- To provide technical advice and assistance to students and staff as appropriate
- To ensure adequate levels of materials and equipment are held within the department at any given time and monitor stocks held
- To unpack and check deliveries and maintain tidiness and order in the store rooms
- To assist in maintaining a safe working environment in the Art and Design department and to liaise with the Head of Art and school site staff with regards to any concerns
- To undertake appropriate training with regard to techniques, health and safety and any other areas that may be relevant to the role when required
- To work across the various art and design and food rooms as timetabled
- Liaise with teaching staff to develop new practical ideas and advise on SOW
- Report all accidents to the appropriate authority using school's accident report form
- Undertake any relevant training.

Other general

- To participate in the school's appraisal cycle
- To attend staff and department meetings as required
- To follow all school policies

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.