

Rickmansworth School

Job Description: Photography Technician

Salary: H3 pt 5 to H3 pt 6 £25,583 to £25,989 plus £1,045 fringe allowance
Pro-rata - Actual Salary: £17,313.53 to £17,577.51 pa incl. Fringe

Hours: 28 hours per week - Days to be agreed

Line Manager Head of Department

Notice Period 3 months

Purpose of role: The Photography Technician will support the effective delivery of lessons by preparing and maintaining cameras, lighting, darkroom equipment, studio equipment and digital resources. Working closely with teaching staff, the role includes setting up practical work, managing stock, assisting in lessons and ensuring all equipment is used safely and effectively. The technician will also help with exhibitions, maintain accurate records, and contribute to a creative and productive learning environment.

Main Responsibilities

Duties for the Photography Technician

- Monitor and maintain stock of materials and equipment
- Supply darkrooms with required resources
- Order stock under the supervision of the Head of Department
- Ensure all equipment is in good working condition
- Keep records of cameras, enlargers, and other equipment
- Carry out basic repairs and maintenance of processing machines

Organisation of Resources

- Catalogue and maintain the Photography Library
- Prepare and laminate departmental visual resources
- Organise and distribute visual resources for lessons and displays

Organisation of Store Rooms and Cupboards

- Maintain and organise equipment and materials storage
- Keep stock rooms tidy and safe
- Monitor stock levels and report to the Head of Department

Administration

- Maintain stock and delivery records
- Order, check, and record deliveries
- Carry out photocopying and reprographics, including enlargements/reductions
- Assist with departmental filing
- Process invoices for photography consumables, liaise with Finance, and follow up outstanding payments
- Deliver student messages when required

- Support communication with staff during absence via email or phone
- Ensure cover work is available in advance of lessons
- Assist in booking and organising department trips

ICT

- Ensure printers are stocked and operational
- Replace and recycle ink cartridges
- Clean and maintain ICT hardware

Health & Safety

- Supervise prefects alongside teaching staff where required
- Ensure safe storage and labelling of hazardous materials
- Maintain up-to-date risk assessments and COSHH documentation, ensuring compliance

Student Support

- Provide assistance to students in the darkrooms and during practical work

Photography Shop

- Manage the photography 'shop', including ordering and selling stock

General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the Strategic Plan, School Development Plan, and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

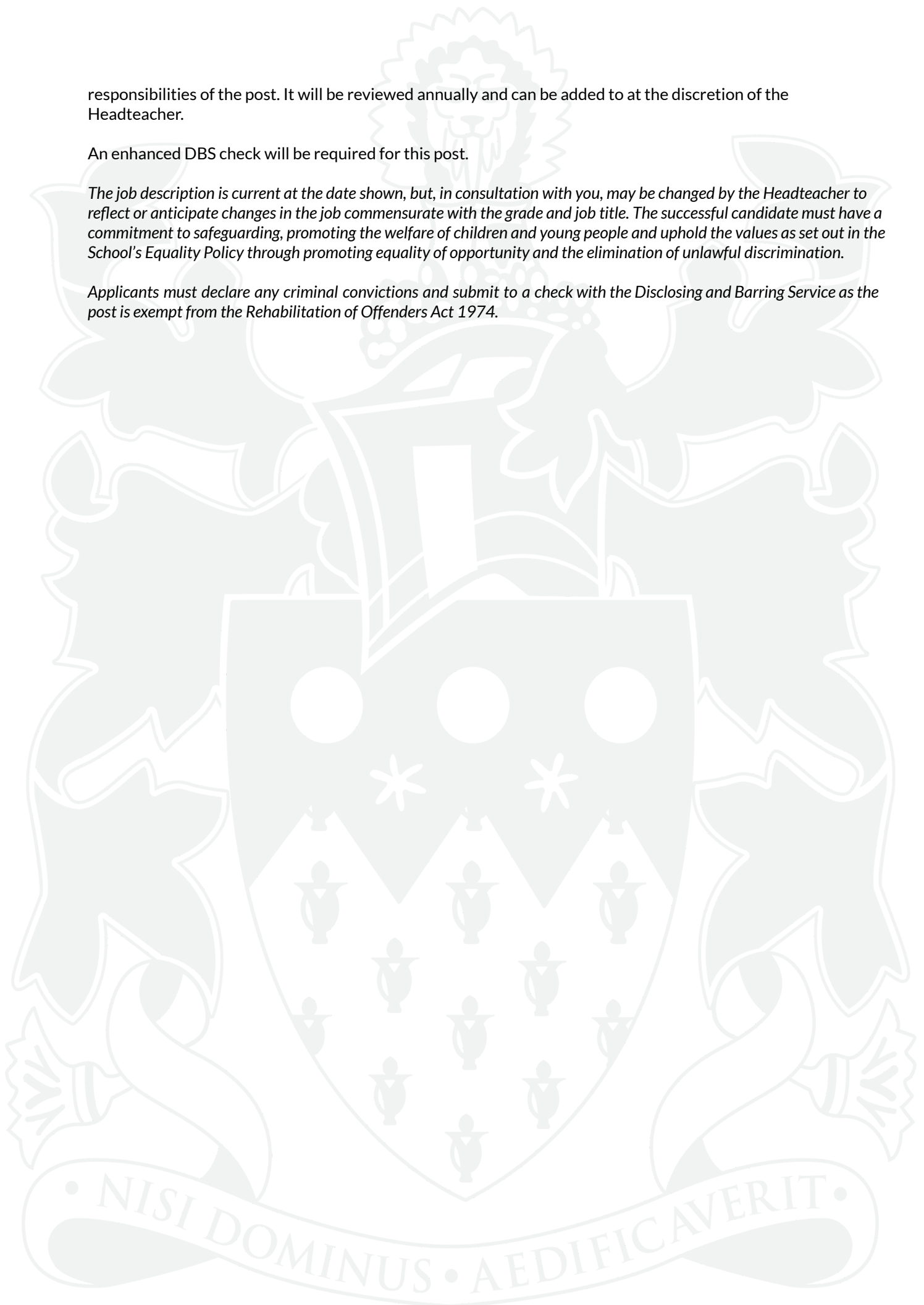
This job description is not necessarily a comprehensive description of the duties required but outlines the main

responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification - Photography Technician

E - Essential
A - Application process

D - Desirable
I - Interview process

	Essential / Desirable	Assessed via?
Experience:		
Previous experience of working in a darkroom based photographic environment	E	A/I
Experience of working within a school or other educational establishment	D	A/I
ICT literate – working knowledge of Google, Microsoft	E	A/I
Previous experience of working in a darkroom based photographic environment	D	A/I
Qualifications and Training:		
Good Literacy and numeracy – GCSE mathematics and English or equivalent	E	A/I
Hold a recognised qualification at NVQ level 3 or equivalent	D	A/I
Good general education, a minimum of at least one A' level or equivalent in a science discipline	E	A/I
Knowledge:		
Knowledge of a variety of technical skills related to preparation of materials	E	A/I
Aptitudes:		
Excellent numeracy/literacy skills.	E	A/I
Excellent accuracy in data entry	E	A/I
Ability to prioritise effectively	E	A/I
Excellent organisation and personal management skills	E	A/I
To keep calm under pressure and professional at all times in a busy environment	E	A/I
Teamwork is essential for the success of the role	E	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
Values:		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for Photography in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School’s sustainability goals	E	A/I
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I