



Job Description

Job Title: Art Technician
Grade: GR2, Point 3 – Point 8

1. Job Purpose

- 1.1 To provide effective & efficient technical assistance to teaching staff within the Art & Design department.

2. Key Responsibilities

- 2.1 Under the direction of the Head of Art provide practical assistance and information to teaching staff relating to:
 - 2.1.1 Prepare equipment for lessons as appropriate.
 - 2.1.2 Clear and tidy equipment after lessons and store safely.
 - 2.1.3 Comply with necessary conditions for an effective and safe working environment.
- 2.2 Undertake routine checks and maintenance of equipment within standard operating procedures
 - 2.2.1 Comply with necessary conditions for an effective and safe working environment
 - 2.2.2 Assist with availability of resources
 - 2.2.3 Prepare materials in response to requests.
- 2.3 To provide general assistance in the safe storage, transit and accessibility of equipment and materials including;
 - 2.3.1 Monitoring and reporting stock levels
 - 2.3.2 Assist with availability of suitable materials and equipment
 - 2.3.3 Helping to compile orders and liaise with line manager.
 - 2.3.4 Update the information systems as required.
- 2.4 Assist in the routine maintenance and cleaning of equipment and materials including the safe disposal of used materials within school H & S policy.

- 2.5 Contribute to a safe working environment by undertaking continuous professional development.
- 2.6 To undertake first aid training and become part of a first aid team/ rota.
- 2.7 To take part in the school's professional development programme.
- 2.8 Such other duties as may be commensurate with the grade and nature of the post.
- 2.9 To perform other such duties as the Head Teacher may from time to time determine.
- 2.10 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development.
- 2.13 To adhere to the ethos of the school
 - 2.13.1 To promote the agreed vision and aims of the school
 - 2.13.2 To set an example of personal integrity and professionalism
 - 2.13.3 Attendance at appropriate staff meetings and parents evenings
- 2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title: Head of Art

- 3.1 Level of supervision: Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

None

5. Special Conditions

- 5.1 None



Person Specification

Art Technician Grade 2

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	Desirable	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Good standard of education, including English and an Art based subject.	Sound working knowledge of Health & Safety guidelines.	AF/C
Experience Relevant work and other experience	Previous successful experience in working with children and young people.	Experience of working in a school/educational setting.	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	To have basic knowledge of the field of Art and Design, being able to demonstrate practical skills in this area. To be able to use a variety of equipment and demonstrate its use to others. To have a good understanding of presenting and displaying artwork to a high standard. Administration and organisation skills. Ability to use ICT effectively. An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by	The ability to work effectively with, relate to and inspire a range of young people.	AF/I

	Part 7 of the Immigration Act 2016		
Training	Willing to undertake training as required – in particular, First Aid training and Health & Safety related training.		AF/I
Other	Creativity and enthusiasm. Flexible approach and attitude. Good interpersonal and communication skills. Able to accept instructions as appropriate. Good attendance and punctuality. Eligibility to work within the UK. Successful clearance of a DBS check.		AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.