

ART TECHNICIAN: JOB DESCRIPTION

Post title: Art Technician

Salary/Grade: HAY 6 Scale: Points 9 - 16, 28.8 hours per week, pro-rata 42 weeks per year

Responsible for: Technical and Administrative Support to the Art and Photography Team

Reporting to: Art and Photography Subject Leader

Purpose of the job

To provide high-quality technical and support services to the Art Department to ensure effective use of resources and high standards of learning and achievement for students. Under the direction of the Art Subject Leader, the post holder will maintain an atmosphere where students feel challenged, valued, and secure while overseeing the operational logistics and administration of the department.

Key Responsibilities

- **Technical & Resource Management:** To provide high-quality technical support, stock maintenance, and administrative assistance, enabling the effective use of resources across all art and photography specialisms.
- **Teaching & Learning Support:** To assist staff and students during practical lessons, including setting up materials, demonstrating techniques, and providing technical guidance to support high standards of achievement.
- **Exhibitions & Departmental Promotion:** To prepare, build, and mount visual displays and exhibitions across key events, including moderator visits, the annual Art Show, and Open Evenings.
- **Pastoral Support, Health & Safety, and School Culture:** To maintain a safe working environment by adhering strictly to COSHH regulations, maintaining workshop apparatus, securing hazardous materials, and fostering positive professional relationships.

Specific Responsibilities

1. Technical & Resource Management

- **Equipment Maintenance:** Conduct regular maintenance and checks of art tools, apparatus, and audio-visual equipment specific to the Art & Photography Department.
- **Procurement & Stock Control:** Maintain appropriate stock levels of materials, paper, chemicals, stationery, and breakables. Place and follow up orders within departmental policy, check deliveries, query discrepancies, and liaise with the Finance Department.
- **Hazardous Material Storage:** Ensure the safe storage of all COSHH materials, locking up hazardous chemicals, equipment, Chromebook trolleys, and cameras securely at the end of each day.
- **Reprographics & Admin Support:** Undertake departmental reprographic duties, assist with record-keeping, and support administrative needs as required.
- **Environment & Subject Specialisms:** Directly provide technical support across one or more subject specialisms, ensuring a neat, safe, and organized physical environment across all art rooms.

2. Teaching & Learning Support

- **Practical Lesson Preparation:** Prepare, assemble, set up, and test materials, tools, and apparatus prior to

lessons as specified by the Subject Lead or subject teachers; retrieve and clear away items after use. •

Demonstration & Technical Advice: Provide technical advice and assistance to teachers and students during practical classes, including assisting with demonstrations where appropriate.

- **Apparatus Modification:** Modify and construct simple teaching apparatus using basic workshop skills, reporting or arranging repairs for more complex machinery/equipment faults.
- **Curriculum Development:** Assist teaching staff in identifying and meeting technical support needs generated by curriculum developments in Art & Photography.
- **Digital & IT Support:** Ensure the correct set-up, use, and simple maintenance of hardware and software, including cameras and Chromebooks used within lessons.
- **Extra-curricular:** Support with running extra-curricular clubs, hosting Work experience students and accompanying school trips

3. Exhibitions & Departmental Promotion

- **Exhibition Build & Setup:** Coordinate the build and set-up of displays for key academic milestones, including KS4 & KS5 moderator visits, the annual Art Show, and Open Evening events.
- **Artwork Management:** Dismount, catalog, and carefully store student artwork following assessments and exhibitions.
- **Visual Environment:** Maintain up-to-date, attractive, and high-quality display boards and artwork showcases throughout the department and school shared spaces.

4. Pastoral Support, Health & Safety, and School Culture

- **COSHH & Safety Compliance:** Observe and enforce strict COSHH regulations when handling, storing, and issuing chemical work or hazardous materials.
- **Safe Working Practices:** Advise staff and students on safe working practices and health and safety considerations regarding tools, machinery, and studio equipment.
- **Student Culture:** Support the department in maintaining school routines, encouraging high expectations, and adhering to the school Behaviour Policy.
- **Professional Culture:** Build positive professional relationships with students and staff, adhering to the school ethos and values of working hard, care, curiosity, and integrity.
- **Safeguarding:** Actively contribute to a safe environment by following all school, Trust, and KCSIE safeguarding guidelines within the context of art room and studio environments.

7. General

- Actively contribute to a safe school environment where all students are safe and staff responsibility for safeguarding is paramount.
- Follow all safeguarding expectations and guidelines as set by the school, Trust, KCSIE (Keeping Children Safe in Education), and Government Guidelines.
- Fully engage with the staff induction programme, completing all allocated tasks and seeking clarification and support as needed.
- Read and actively engage with all school and trust policies, seeking guidance if aspects are not understood and adhering to the expectations.
- Participate in the school's Appraisal and Professional Development policy, including any related support plans.
- Contribute to, through team activities and staff voice, the faculty and year group development plans, linking in to the School Development Plan.
- Take personal responsibility for professional delivery and use line management effectively to seek support. ▪ Undertake specific duties as agreed with the Subject or Faculty Lead or as reasonably required by the Head Teacher.

Qualifications
▪ 5 GCSEs including Maths and English Grade C+/ 4+ (Essential) ▪ A Level/BTEC or equivalent Level 3 Qualification, in and Art or Photography Related Subject (Essential) ▪ Degree or equivalent qualification in an Art related subject (Desirable) ▪ First Aid Qualification (Desirable) ▪ Mini Bus Drivers licence (Desirable)
Knowledge, Skills and Experience
▪ Experience working with secondary school age children in arts or education ▪ Experience of driving including the use of a Minibus ▪ Strong understanding of a range of arts, photography and design skills ▪ Experience organising arts exhibitions and events ▪ Excellent Health and Safety awareness ▪ First Aid experience ▪ Ability to lift and transport installations safely ▪ Strong administration skills including computing skills and use of data ▪ Experience of using photography equipment and software ▪ Experience of using technology to support visual environments and editing/social media use. ▪ A good understanding or risk assessments and Art safeguarding guidelines.
Professional Behaviours
▪ Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics ▪ A clear understanding that all roles in the school, are focused on student achievement and potential. ▪ A good awareness of safeguarding, KCSIE, understanding how and when to take appropriate action. ▪ The ability to work in close harmony with other staff ▪ Alignment to and evidence of the school values of Working Hard, Care, Curiosity and Integrity ▪ Excellent listening skills and a reflective mindset, open to feedback ▪ Passion, energy, resilience, and optimism to work in a team through day-to-day challenges ▪ A firm and constant belief in the unlimited potential of every student (particularly Pupil Premium students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive education ▪ Willingness to participate in Continuous Professional Development including the ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop ▪ The ability to manage personal workload, plan ahead and remain organised ▪ Confidence, self-motivation and the ability to be decisive ▪ High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion ▪ A professional outlook, detail oriented and able to multitask and meet deadlines ▪ Calm and professional under pressure ▪ Understanding of the impact of actions on the workload of others ▪ Understanding of the importance of confidentiality and discretion

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation. ▪ This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the school's performance management scheme.
- The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young

people and expects all its staff to share this commitment.

- The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.
- We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.