



Queen's College, London

Established 1848

Art Technician

Reporting to the Head of Art

The Role

The Art Technician will assist in the smooth running of the Art department. A calm, efficient and extremely well-organised attitude is essential, alongside the ability to work well in a small but busy team. Using initiative and successfully working both under direction and independently is also essential. They will be an integral member of the department and will work closely with all members of departmental teaching staff.

Key Responsibilities

- Carry out daily maintenance duties as specified by the Head of Art.
- Maintain equipment, materials, facilities and services in the Art studio.
- Manage the storage of materials, equipment and artwork efficiently and effectively.
- Prepare specialist materials and equipment for use in lessons.
- When required, provide technical assistance to pupils during lessons for sculpture, printmaking, cyanotyping, sewing machine etc.
- Support the reprographics services and ICT administration to enhance departmental efficiency.
- Implement and maintain Art departmental displays around the College (preparation, mounting and installation).
- Manage the inventory and ordering of materials, check incoming deliveries, unpack and store safely.
- Determine charges for pupils and maintain accurate records.
- Maintain effective and efficient storage of student work.
- Communicate effectively with students, staff and parents.
- Maintain Art displays around the school.
- Liaise with maintenance staff and cleaners, when necessary.
- Undertake any other reasonable duties, as required.

Health and Safety requirements

- Responsible to the Head of Art for health and safety matters and to carry out Risk and COSHH assessments.
- Manual handling/lifting.

Person Specification

The successful candidate is highly likely to have the following skills and experience:

- An honours degree in Fine Art or Art and Design is desirable.
- Experience of working with Word, Photoshop and Excel is also desirable.
- Excellent communication skills and the ability to build effective working relationships with staff and management at all levels.
- Excellent interpersonal skills, including the ability to liaise with suppliers and resolve simple problems in an efficient but amicable fashion.
- Self-motivated and able to work effectively without close supervision.
- Possess a technical frame of mind with the ability to resolve technical issues.
- Have a warm and friendly approach to working with pupils from 11-18 years.
- Co-operative and collaborative way of working and able to work well as part of a team.
- Willing to show initiative e.g. recognising suitable resources, foreseeing possible problems.
- Calm, organised and efficient, proactive.
- Reliable and punctual.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's.
- Take an active role in the development and implementation of school policies and in the whole life of the school.
- Ensure that there are equal opportunities for all.
- Adhere to school policies and procedures.
- Be fully committed to safeguarding and promoting the welfare of children and young people.

Terms and Conditions

- Permanent position.
- Part-time (four days a week), term time only plus five days during the summer holidays.
- Start date: October 2025.
- The salary for this role is £30,000 - £35,000 per annum (FTE) dependent on qualifications, skills and experience.
- Normal working hours: 0830 to 1630.
- Free lunch in the Dining Hall during term time.
- Defined contribution pension scheme (up to 10% employer contribution).
- Wellness Allowance.
- Cycle to Work Scheme.
- Employee Assistance Programme.

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.