

JOB DESCRIPTION: Art Technician within ADT Faculty

PURPOSE:	To support the Design, Technology and Art Faculty, under the direction of the Head of Technology/Art faculty.
RESPONSIBLE TO:	Head of Art Department
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC 4-6, pro rata
WORKING TIME:	14.5 hours per week, spread over three days, term time only.

MAIN DUTIES

To support teaching and learning across the faculty (& the school – final point) by:

- Check emails and respond to these in a timely fashion
- Advise and assist students with their practical work during lessons where appropriate
- Establishing the organisation and inventory of materials, equipment and consumables across the faculty
- Managing the ordering and receiving of equipment and materials ensuring they are put away on receipt
- Managing the art budget as directed by HoD
- To prepare materials accurately for lessons and assist students with cutting requirements
- Assist teaching staff by setting up materials when required and clearing away leaving art studios tidy at the end of the day
- Maintenance of Art equipment ensuring it is safe to use and replacing when necessary
- To load, programme and unload the kiln
- Check Health & Safety issues
- Ensuring equipment is ready for PAT testing
- Regular filing
- Preparation and printing of student resources/exam papers using ICT
- Photocopying and distribution of general information
- Inputting data using the school's ICT systems
- Responsibility for the mounting, hanging and display of work around the school; including the corridors, heart space, and rooms when requested
- Preparing paperwork for school trips.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Art Technician within ADT Faculty

Essential unless noted as desirable

Qualifications

- No special requirements; it would be desirable to have academic qualifications indicating literacy, numeracy and a good all-round education
- Candidate would probably have studied Art to at least A Level but may have other relevant experience instead

Aptitude/Skills

- A keen interest in Art and Design
- Experience and knowledge of the use of a variety of art materials
- Good written and verbal communication skills
- Ability to show initiative and to work with minimal supervision within an agreed framework
- A liking for young people and an ability to adapt to a school environment and execute work in a professional and proactive manner, with due regard to both students and staff
- Able to advise and assist students
- A willingness to undertake appropriate training
- Ability to work as part of a team
- Ability to prepare teaching materials and resources using ICT
- Organised and able to prioritise.
- Good communicator

Experience

- Experience of working with art materials, techniques and processes
- A working knowledge of schools
- Good ICT/word processing skills
- Basic knowledge of H & S and COSHH requirements (desirable)