

Job Description

Art & Photography Technician

Salary Grade: Local Government Pay Scale 3
Full time/Part time: Part time – 34.5 hours per week, 39 weeks per year (term time plus INSET days)

Job Purpose

This appointment is a technical position supporting the Head of Art & Design with the smooth running of the Art and Photography department. The successful appointee will be required to work closely with both Teaching staff and students in lessons as well as maintenance of the Art department.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General Responsibilities

- To ensure equipment is prepared for lessons on request of teachers
- To ensure effective care and maintenance of Art areas, including organisation of storage areas
- To maintain display boards and assist with the annual exhibition
- To maintain the ceramics equipment and be responsible for firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln.
- To provide technical support with film photography and darkroom processes.
- Deliveries of supplies and maintenance of department will require manual handling/lifting
- To assist in practical lessons and lead smaller groups of students to facilitate their learning
- Facilitate the lunchtime Art Club.

Administration Responsibilities

- To assist with ordering of materials
- To assist with reprographics and ICT administration.
- To check incoming deliveries, to unpack and distribute as necessary
- To investigate potential hazards and record findings and any actions taken
- To maintain a suppliers database
- To review the inventories of resources

- Health and Safety requirements and audits
- To be responsible to the Head of Art & Design for health and safety matters and to carry out risk and COSHH assessments as required by the site manager.

Whole School Responsibilities

- To attend meetings and training sessions as required and assist with major School functions e.g. Open Days, presentation evenings.
- Assist with mounting and display of GCSE, AS and A Level Art & Design for moderation.
- Liaise with cleaners and maintenance staff.
- Have a technical frame of mind and the ability to resolve technical issues.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct.
- Staff will receive appropriate child protection training.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.