

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Art Technician
Reporting Line:	Head of Art
Department Overview	<p>The Art Department currently consists of five members of staff, including the Head of Department. An Art Technician supports teaching staff each day.</p> <p>The Art Department is a lively, enriching and rewarding educational environment where the girls' creativity thrives. A wide range of disciplines are covered in the large and well-equipped studio which includes a specially designated Sixth Form area, adjacent smaller studio, attached kiln room and photography dark room. These include the core subjects of painting and drawing, printmaking, ceramics, computer graphics and three-dimensional modelling. Different types of craft and design work are also undertaken using a variety of mixed media and tasks are design.</p> <p>The department is well resourced and offers a wide range of specialist art equipment, media and materials for all the girls to utilise. Equipment in the department includes a fantastic printing press which can be used for more sophisticated print work, a set of new computers for the development of ICT based art and also a range of sewing machines for creative textile projects.</p>
Role Overview	To provide technical support to art teachers and pupils to ensure the smooth running of the Art Department.
Main duties and responsibilities:	<ol style="list-style-type: none"> 1. To carefully prepare and issue both materials, equipment and work for all art activities, including lessons, clubs and lunchtime activities. 2. To maintain and monitor stock levels in all areas within the department: <ul style="list-style-type: none"> • To gain approval for replenishment and purchase of departmental stock; • To source and recommend new products; • To compare price of suppliers; • To check all deliveries of stock and ensure their safe storage. • Check delivery receipts against invoices and files, resolving any discrepancies with suppliers • To undertake stock takes on a regular basis. 3. To ensure a system is in place for the maintenance, monitoring and updating of equipment in all areas used within the department and report any concerns and issues to the Head of Department.

4. To maintain work areas in a safe, clean and tidy condition, ensuring that rooms and work spaces are clean and tidy, in particular at the end of lessons and end of the school day. To focus on cleaning sinks, wiping surfaces, clearing debris and mess from around both the art rooms, ensuring all equipment is clean and fit for purpose, making sure paper and card is stored correctly in paper cupboards etc.
5. To assist in all aspects of the implementation of Health & Safety legislation for the Art Department, including the School's health and safety policy, attendance and participation at the termly Health and safety meetings, risk assessments and safe systems of work within the Art department.
6. To assist in the design, preparation, setting up and operation of teaching aids in support of teaching i.e. videos, visual aids, displays, still life groups etc.
7. To take responsibility for the ongoing review and replacement of artwork displays across the School. To mount work and displays of artwork, in the department itself and throughout the School, including exhibitions of art and design work throughout the school, ensuring work is current, to a high standard and an immediate positive impact is created.
8. To assist in other areas of the school's activities where the art department is required to have input e.g. displays for open days, school plays, decorations for various events or festivals.
9. As and when required, to lead extra-curricular art clubs in the senior and junior school, working closely with the Head of Junior School and Head of Art to ensure the structure of the sessions are appropriate for the group.
10. To offer technical support within the department during the pupils lunchtimes and during lessons when necessary.
11. To provide administration support to the department, to ensure effective systems and processes are in place for school trips, life drawing classes, summer workshops etc.
12. To participate in training courses for on-going development and to meet the needs of the curriculum.
13. To update the Head of Department on workload and priorities.
14. To carry out such other tasks as may be required from time to time that are reasonable within the competency of the post holder.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A qualification in an Art discipline at A-level (or equivalent) 	<ul style="list-style-type: none"> • Art foundation or degree is desirable, but not essential. 	<ul style="list-style-type: none"> • Production of the Applicant's original certificates.
Experience	<ul style="list-style-type: none"> • Some experience of working in Art at a school or other relevant environment • Working as part of a team. • Experience of displaying and exhibiting artwork. 	<ul style="list-style-type: none"> • Experience of using a kiln. • Evidence of contributing to extra-curricular work of the department. 	<ul style="list-style-type: none"> • Contents of the application form. Evidence of results achieved. • Interview • Professional references • Portfolio and evidence of work
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge • Creative, with a willingness to share and implement new ideas • Excellent classroom management • Excellent organisational and administration skills and ability to meet deadlines • Excellent command of English both spoken and written • Excellent interpersonal skills • Knowledge of basic administration procedures and numerical e.g. placing orders/requisitions for goods and services, filing and stock control 	<ul style="list-style-type: none"> • Knowledge of working with a kiln and ceramic equipment would be useful but not essential. • ICT skills, including MS and adobe software. • Up to date knowledge of child protection issues • Awareness of health and safety and importance in the workplace. • Experience in photography- digital and traditional dark room 	<ul style="list-style-type: none"> • Contents of the application form • Examples and responses provided at Interview • Professional references

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Passion for helping children and young people learn. • A keen eye for displaying /e • Trustworthiness and integrity. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to engender confidence in young people. • Professional is approach, with a warm, friendly and patient manner. • Ability to build positive relationships with all pupils that allow them to achieve to their highest potential. • A can-do attitude, with proven experience of going the extra mile and being an effective member of a team. • Self-discipline and time management skills. • A sense of humour. 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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