**Job Description**

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| **Job title** | **Art Technician** |
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| **Responsible to** | Head of Art |
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| **Purpose of Role** | * To manage stock within the Art department * To maintain appropriate equipment * To undertake administrative tasks related to displays and exam work * To assist staff within the department in carrying out their duties |
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| **Hours** | Part time or Full time can be considered |

**Duties and Responsibilities:**

**Equipment**

1. Ensure appropriate stock levels of equipment and materials are maintained
2. Place and process orders (in line with the school policy and procedures)
3. Unpack, check, and distribute materials appropriately
4. Maintain equipment and storage areas

**Photography**

1. Maintain a working dark room
2. Mix photography chemicals as needed

**Ceramics**

1. Manage, prepare, operate and programme the kiln depending on the work to be fired
2. Ensure the clay trolley is kept clean and contains appropriate equipment
3. Provide support to teaching staff during ceramics lessons

**Admin**

1. Photograph all GCSE and A level exam work and upload this to shared folders.
2. Maintain displays in each of the three art rooms and adjoining corridors
3. Create notices as needed eg health and safety notices for kiln room
4. Assist with preparing, organising and displaying student’s examination work for marking and moderation
5. Preparing materials for use in lessons and in project work
6. Attend one open evening per year as directed by the head of department

**Others**

1. Ensure the kiln room, photographic room and dark room are kept clean and tidy
2. Be flexible in order to assist the teaching staff during exam/heavy teaching times.
3. Carry out other tasks commensurate with this role, as directed by the Head of Art.
4. Adhere to the school’s Health & Safety and Safeguarding Policies.

**ELTHORNE PARK HIGH SCHOOL**

**Art Technician**

**Person Specification**

**Knowledge skills and Qualities**

1. Ability to adhere to and implement the school’s equal opportunities policy.
2. Good organisational skills and ability to set up and follow administrative procedures and systems.
3. Experience of working with a range of materials.
4. Ability to carry out basic repairs to equipment or liaise with other agencies when necessary.
5. Ability to communicate effectively with both staff and students.
6. Ability to work independently without close supervision.
7. Ability to work under pressure set priorities and meet deadlines.
8. Ability to organise and manage resources
9. Able to construct and develop equipment and apparatus (involving modification / manufacturing) for teaching purposes.
10. An ability to handle clay/paint and artistic materials with due regard to safety.
11. Knowledge of health and safety issues within a school Art department.
12. A good attendance and health record.

**Education and Experience**

1. A sound educational background with good literacy and numeracy skills.
2. Either have or be willing to be trained in a First Aid qualification
3. Competence in the use of ICT