

Art Technician: Job Description

Responsible to: Head of Art, Design Technology and Food	Grade: Grade 4 Point 4 (Point 4-5 £23,114-£23,500) Pro Rata
Hours: Full Time/Part Time Hours Term Time Only	Duration: Permanent
Main Location: The Warriner School	

Context:

Within this department, the Post of Technician is viewed as an essential element within the day to day working of the department and its smooth operation via provision of timely and effective technical assistance to all staff to meet the curriculum intent of the Department. Such assistance will cover areas such as preparation of materials, supporting teachers and students in lessons, maintenance of learning environment, updating resources and Health & Safety guidelines.

Main responsibilities:

- To carry out daily maintenance duties as specified by the Head of Art & Design
- To maintain equipment, materials, facilities and services in the Art & Design rooms.
- To manage the storage of materials, equipment and artwork efficiently.
- To prepare specialist materials and equipment for use in lessons.
- To assist with the documentation of pupils' work.
- To provide technical assistance to pupils during lessons and study sessions.
- To assist with reprographics and ICT administration.
- To assist with Art & Design departmental displays and the preparation, mounting and installation of artwork around the school.
- To provide skilled assistance to academic staff in preparation of teaching aids.

- To assist with ordering of materials under the guidance of the Head of Art & Design
- To check incoming deliveries, to unpack and distribute as necessary
- To issue materials as required.

- To review the inventories of resources
- 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.
- To undertake any other reasonable duties as required.

Person Specification

- Organised, enthusiastic, ability to prioritise and manage changing workloads and situations
- Ability to use and maintain specialist Art equipment
- Good understanding of H&S/COSHH regulations in relation to Art and Design
- Broad range of experience, skill, and knowledge across a range of Art disciplines
- Willingness to develop new skills and knowledge
- Willingness to work with students in small group situations
- Competent in using IT applications including Microsoft packages
- Ability to
 - Work to a deadline
 - Develop professional working relationships with colleagues and students
 - Work as a part of a team
- Opportunities for professional development training are available for the successful applicant.

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, which is regularly updated.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).