



JOB DESCRIPTION

Art Technician – St Paul's Juniors

Department Art Department (Technician)

Line Manager SPJ Director of Art

Role

This appointment is a technical position supporting the Director of Art with the smooth running of the department. The incumbent is required to work closely with the teaching staff and to maintain stock levels of goods and equipment.

Main duties and responsibilities

General

- To carry out daily maintenance duties as specified by the Director of Art
- To maintain equipment, materials, facilities and services in the art studios in good condition
- To manage the storage of materials, equipment and artwork efficiently and in good order.
- To prepare specialist materials and equipment for use in lessons
- To photograph and document pupils work and to regularly distribute work back to pupils
- To provide technical assistance to pupils during lessons and private study sessions
- To assist with reprographics and ICT administration
- To provide technical support to staff and pupils for sculpture and construction
- To organise and supervise lunchtime Art Clubs whenever possible and to contribute to other extra-curricular activities if appropriate
- To be responsible for art departmental displays and the preparation, mounting and installation of artwork around the School – to ensure regular turnover of Art displays as per instructions from the Director of Art
- To provide skilled assistance to academic staff in preparation of teaching aids
- Liaise with cleaners and maintenance staff
- Have a technical frame of mind and the ability to resolve technical issues
- To undertake any other reasonable duties as required
- To complete to a high standard with minimal supervision, an extensive list of tasks developing resources/displays and maintenance during school holidays
- 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.



St Paul's School Vacancies

Administration

- To be responsible for maintaining stock lists of materials and to notify the Director of Art when stocks need to be re-ordered
- To complete documentation and maintain computerised/manual records associated with technical services
- To check incoming deliveries, to unpack and distribute as necessary
- To issue materials and equipment as required
- To determine charges for pupils and to maintain accurate records
- To input data relating to pupil performance
- To maintain a suppliers database
- To review the inventories of resources

Health and Safety requirements

- To be responsible to the Director of Art for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Director
- Manual handling/lifting

Skills and qualifications

- Art based training would be beneficial but not essential
- Woodworking skills would be an advantage (making picture frames, hanging pictures small woodworking tasks)
- To keep abreast of new techniques in identified specialist areas
- A driving licence and the ability to drive a minibus an advantage (but not essential)
- Basic computer skills in Word, Excel and Photoshop will be expected (some training could be provided if necessary in Photoshop)
- Experience with Apple Mac and Premier Pro and Illustrator an advantage
- An appreciation of children's specific needs and a desire to play an active role within the life of the school
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels
- An understanding of studio procedures and awareness of the requirements of teaching staff
- Have a technical frame of mind and the ability to resolve technical issues
- An ability to use time efficiently and to work under pressure
- An ability to be thorough, tidy, versatile and consistent in approach to tasks
- A competent knowledge of photography and an eye for display
- Excellent timekeeping
- Degree of fitness as required by the physical elements of the job

Hours of work

8.00am – 4.30pm during term time, 9.00am – 4.00pm during school holidays, Monday – Friday. The post requires flexibility in Saturday work for which TOIL will be given.

Holidays

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

Salary

c. £25,000 per annum.

Benefits

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

October 2019