JOB DESCRIPTION
Art Technician

Department  Art Department (affiliated to the technicians)
Line Manager  Director of Art, Colet Court

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
- To carry out daily maintenance duties as specified by the Head of Art
- To maintain equipment, materials, facilities and services in the art studio 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 document pupils work and to 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 ceramics, sculpture and to assist with firing and glazing
- To organise and supervise one lunchtime Art Club
- To provide technical support for developing and printing in the darkroom
- To be responsible for art 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 maintain displays around the School
- 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
- 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.

Administration
- To be responsible for all ordering under the guidance of the Head of Art
- 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 as required, including those ordered by pupils
- 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 Head of Art for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Director
- Manual handling/lifting

Qualifications and skills
- Art based training would be beneficial but not essential
- Woodworking skills would be an advantage (making picture frames, hanging pictures etc)
- To keep abreast of new techniques in identified specialist areas
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- 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)
- An appreciation of children’s specific needs and a desire to play an active role within the life of the school

Training
- Training on use of machinery will be provided as necessary
- Specialist Art training in newly developed areas of the curriculum

Hours of work
- An eight and a half hour day, 8:00 am to 4:30 pm during term time, however some flexibility is required during busy times. Hours during school holidays would be reduced to a seven hour day, 9.00 to 4:00 pm
- Days per Week Monday to Friday – the occasional Saturday may be required, but time off during the week would be given to compensate.
- This post may require some flexibility in working times (during the term time for Drama production props and backdrops) overtime is not paid, time off in lieu is appropriate.

Holidays
20 working days plus 8 public/bank holidays plus other discretionary days

Salary
£25,000pa, dependant on qualifications and experience.

Benefits
- Contributory Pension Scheme
- Death in service benefit
- Fees Remission after qualifying period (subject to competitive entry procedures)
- Lunches
- Parking
- Employee Assistance Programme
- Bicycle scheme
- Use of sports facilities