



# BURGESS HILL

— GIRLS —

Job Title: Art Technician  
Line Manager: Head of Art  
Contacts: Senior School Staff and Students

## **JOB SUMMARY**

Provide a proactive and efficient technician support to the Head of Art in order to ensure a smooth running Art department.

## **PRINCIPAL ACCOUNTABILITIES**

### **Stock and Administrative Tasks**

- Order of equipment and supplies for the department at most cost effective rates
- Source new products for the department as required
- Organisation of departmental storage
- Check expenditure with Bursary account statements on a regular basis
- Liaise with parents/pupils about the collection of all old GCSE and A Level artwork
- Carry out regular stocktakes of equipment and supplies
- Support the department in the organisation of school trips

### **Displays**

- Frame and mount artwork for display in the department and around the whole school
- Work with maintenance staff to erect the exam panels
- Help display GCSE and A Level artwork on exam panels in line with examination board requirements
- Source appropriate competitions and exhibition space in the community and prepare for those
- Help create a virtual gallery of the students' work on the school website

### **Staff and student support**

- Preparation of materials in classrooms prior to lessons and clearing up afterwards
- Photocopy and scan resources for use in the classroom and display
- Support the department with the processing of items through the kiln

**Health and Safety**

- Ensure compliance with the School's Health & Safety procedures in the use of art materials and equipment.
- Maintain the risk assessment for technician duties and review on an annual basis

**Equipment**

- Ensure Art & Design equipment and tools are serviceable and clean
- Arrange the servicing of equipment as necessary
- Organise annual kiln service
- Any other duties as specified by the Head of Art and Design

**Terms & Conditions of employment**

Part-time (21 hours per week) – work days to be agreed

Work during term time, for 37 weeks per academic year