

JOB DESCRIPTION

Job Title: **Art and Textiles Technology Technician**
Line Manager: **Head of Art**
Contacts: **Teacher of Art, Teacher of Textiles, 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.

Core responsibilities

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 and textiles 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

Part-time (20.5 h/pwk) Monday, Wednesday and Thursday, term time, 37 weeks per year.