

## JOB DESCRIPTION

**Post:** ART TECHNICIAN

**Scale:** NJC SCP 11 - 13  
37 hours per week, Term Time Only + 5 Inset days

**Responsible to:** Head of Art

**Responsible for:** -

**Purpose of the Post:**

**Responsible for providing practical and technical support alongside various administrative services to the Art department and will be assigned both routine and longer-term tasks at a weekly meeting.**

**Principal Duties:**

<p><u>Textiles</u></p> <p>Pigment dyes mixed and stored Fabric dyes mixed and stored Preparing fabric for printing or batik Preparing/putting away batik pots</p>	<p><u>Print Making</u></p> <p>Preparation of inks Screens/lino/card/polystyrene prepared Rollers/squeegees assembled Checking cleanliness of all materials after use</p>
<p><u>Ceramics</u></p> <p>Preparation of clay in advance of classes Mixing of slips/glazes Correct storage of work in progress Packing and unpacking of kiln Firing the Kiln</p>	<p><u>Photography</u></p> <p>Ensuring all Digital cameras are charged Ensuring all Digital cameras have SD cards Ensuring all Digital cameras work.</p>
<p><u>Three Dimensional Work</u></p> <p>Preparation in advance of clay / mod roc /wire/papier mache/plaster and their associated tools</p>	<p><u>ICT</u></p> <p>Creating promotional booklets for GCSE &amp; A-Level shows Knowledge and use of ADOBE Photoshop and Illustrator Scanning, printing and general use of the colour copier Supervision of printouts Helping with any general department technical issues for pupils.</p>

### **Additional Duties**

- Preparing materials in advance
- Creating resources to aide all staff across Fine Art / photography / Graphics
- Helping to supervise the use of materials
- Creating orders for supplies and keeping tabs on capitation.
- Ensuring that everything is cleaned and put away carefully and in the correct place after use
- Ensuring that everything is labelled, maintained and stored in a sensible manner
- Keeping a check on stock - both incoming and outgoing
- Helping the department to adhere to Health and Safety requirements
- Assisting with art displays
- Prepare work for year-end exhibitions. (with help of staff)

### **Review of performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement' Performance meetings are yearly with HOD with mutually agreed targets made to continue developing for each year.

### **Generic responsibilities:**

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students;  
e.g. 1 professional, and appropriate, appearance at all times including when out of School, eg trips, CPD etc.  
e.g. 2 no facial piercings or facial jewellery

The post is subject to Enhanced Disclosure

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without

changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date prepared: 25/02/15