



## JOB DESCRIPTION

|                        |   |                         |     |
|------------------------|---|-------------------------|-----|
| <b>Job Title:</b>      | Art Technician  | <b>Department:</b>      | Art |
| <b>Hours of Work:</b>  | Term Time plus one week – 37.5 hours per week. (8.20am to 4.20pm) |                         |     |
| <b>Responsible To:</b> | Head of Art   | <b>Responsible For:</b> | N/A |

### Summary of Role:

The requirements are for a person with proven practical skills, who is well organised, enthusiastic, creative, can work independently and within a team. The Art Technician works very closely with all members of the Art Department and would need to assist in preparing lessons and providing practical support for staff and students throughout the day. The Art Technician must have good communication and time management skills and be able to relate well to students. The person could be either a qualified artist, art related background or someone with the qualities already mentioned, and would need to have an easy manner, and an enthusiasm for the subject.

It is not expected that applicants will possess all the skills and expertise mentioned below, and the duties outlined below can be adapted according to the experience of the successful applicant. The school would be willing to provide appropriate training should this be necessary.

### Specific Responsibilities:

1. Provide timely and effective preparation of materials and equipment for lessons, through regular liaison with teaching staff.
2. Ensure that equipment is kept clean and that all aspects of health and safety are observed and best practice recommendations are followed.
3. To clear and tidy workplaces and preparation areas after lessons and at the end of the day.
4. Checking and compiling stock lists for materials and resources.
5. Manage stock ordering and budgeting (alongside the Head of Art and the Accounts department).
6. Assist students and staff with practical work as directed.
7. Manage a running program to update the displays and help put up GCSE and A Level exhibitions.
8. Manage the kilns and printing press (training can be provided).
9. Update social media and be proficient in using ICT.
10. Prepare the studio for Life Drawing.
11. Any other duties relevant to the post.

## PERSON SPECIFICATION

| Essential   | Desirable   |
|---|---|
| <b>Operational Excellence</b>   |   |
| <ul style="list-style-type: none"> <li>• Possess excellent communication skills both written and verbal</li> <li>• Educated to degree level or equivalent in a related subject, for example a practising artist.</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of ceramics, glazes and kiln operation.</li> <li>• Can use and maintain a printing press and use and maintain a sewing machine.</li> <li>• The ability to use tools (for example basic carpentry).</li> <li>• To understand the workings of a film camera and to have knowledge of darkroom practices.</li> <li>• Knowledge and experience of mounting exhibitions.</li> </ul> |
| <b>Personal Behaviours</b>  |   |
| <ul style="list-style-type: none"> <li>• Ability to work in a team</li> <li>• Initiative and Creativity and the ability to be adaptable</li> <li>• Ability to be practical, resourceful and flexible and be able to take the initiative.</li> <li>• Able to demonstrate enthusiasm and good subject knowledge, offering both technical advice to teachers in lessons and planning and with students when assisting in lessons.</li> <li>• To be aware of the responsibility for personal health and safety as well as that of others in undertaking your duties as Art Technician.</li> </ul> |   |
| <b>Ethos and Whole School Values</b>  |   |
| <ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>  |   |
| <b>Safeguarding and Pastoral</b>  |   |
| <ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>   |   |

### Terms and Benefits

- **Start Date:** 1<sup>st</sup> September 2024
- **Working hours.** 37.5 hours per week, Monday to Friday (8.20am to 4.20pm)

- **Salary.** £22040.00
- **Holiday.** Term Time working, plus one week
- **Pension.** The Art Technician will have the option of being enrolled into the School's pension scheme, which includes life assurance.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees:** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.