



Connaught School for Girls

Art Technician

Job Description

Reporting to: The School Business Manager and Head of Art

Hours: 21 hours per week (3 days a week) – term time only (8.15am – 4.15 pm)

Grade/Scale point: Scale 4, Point 7-10

Job purpose

The post holder's principal role is to provide technical support to the Art Department, working closely with teaching staff and providing skilled assistance in the preparation and maintenance of teaching aids and equipment.

Key duties and responsibilities for Art, Ceramics and Photography

- To ensure all student work areas are clean and tidy, maintaining and organising all work and storage areas. This will include the organisation of books and resources, cleaning of sinks and tables, washing tools and equipment, including brushes, paints and palettes, work surfaces in the kiln room and maintenance of ceramic equipment, kilns and all photography equipment.
- To prepare materials and resources for teaching staff and students for the Art room, Ceramics and Photography areas.
- To assist teaching staff in the classrooms when necessary, including invigilating in the Art exams and the preparation of exam paperwork, sketchbooks and candidate labels.
- To prepare Art and Ceramic work for moderation and display, and the mounting framing of students' work in readiness for display and exhibitions.
- To maintain Art Department displays and notice boards, repainting display boards and walls when necessary.
- To photocopy documents, laminate worksheets, print images for Photography and other documentation as required.
- To upload students' work and information to virtual learning environments as required.
- To catalogue past students' sketchbooks and work (including 3D work) for marking and moderation, keeping them safe for collection, contacting students as appropriate about collection.
- To process and package students' work to be posted to the exam board, when required.
- To assist with the organisation of off-site activities and to accompany students with the appropriate teacher.
- To help with organising cover work as appropriate, liaising with cover supervisor to ensure all technical requirements are met.
- To assist the Head of Department with management of the department budget for the

maintenance of materials and resources inventory using online records, inventory checks and the checking of deliveries.

- To manage and administer the sale of sketchbooks, art packs, folders, photographic paper to students.

Specialist duties – Hazardous materials

- To maintain in accordance with COSHH guidelines all substances that are hazardous to health, including the storage and disposal of chemicals and the storage of flammable liquids and substances.

Additional responsibilities

- Any other duties required by the Academy which are in the scope of the post.
- To attend all staff meetings as and when required, and to actively participate in appropriate training.
- To work cooperatively as a team member while supporting the aims and ethos of the Academy.
- To report any concerns about students, staff or visitors to the Head or 2nd in the department.
- To carry out duties with due regard to the Academy's and Art Department's Health and Safety policy at all times.
- To be aware at all times of responsibilities under the General Data Protection Regulations for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies.

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Signature:
Post Holder

Signature:
Line Manager

