

Art and Photography Technician

Job Description

Responsible to: Head of Art and Design
Hours: 25 hours per week, (term-time only)



Purpose of the Post

To provide timely and effective technical assistance to all Art and Design Department staff, supporting them in achieving the aims and objectives of the Department and College, by organising materials and equipment, making, preparing and updating resources, organising and storing students' work and supporting lessons as required. To ensure that all rooms have a sufficient stock of appropriate materials and are fit for purpose practically and with regards to health and safety.

The Technician is an essential member of the Art and Design Department who works closely with all Department staff and is integral to its smooth running.

Main duties and responsibilities

- Maintaining an inventory of all stock,
- Replenishing stock as necessary and communicating with suppliers,
- Sourcing specialist materials and equipment at reasonable costs, regularly reviewing suppliers' prices,
- Support in managing the Departmental budget,
- Lifting, moving, storage and distribution of materials and equipment within the Department,
- Maintenance of paper trimmers, the printing press and other machinery,
- Maintenance of all Departmental facilities and sink areas,
- Ensure all classrooms are fully equipped with the correct materials and equipment,
- Ensure all materials and equipment are clean and tidy and in good working order,
- Ensure all classrooms are clean and tidy and ready to be used,
- Safe storage of all hazardous equipment and materials,
- Preparation of stretched paper and boards for students to produce work on,
- Organisation, maintenance and tidiness of the Store Room and the Painting Store, ensuring easy and safe access and no loss or damage to equipment, materials and work,
- General upkeep of the Photography Darkroom,
- Maintenance and upkeep of photography equipment,
- Maintenance and upkeep of the Photography Suite,
- Maintenance and organisation of the Departmental book collection,
- Liaising with the Maintenance team with regards to any repair or refurbishment requirements which may arise,
- Organisation of electrical appliances for annual PAT testing,
- Safe and careful storage of student's work,
- Preparation of equipment and materials for examinations,
- Preparation and production of resources and exemplar material,
- Filing and maintenance of the ever-growing collected resources,
- Photocopying and organisation of worksheets and assessment sheets as required for classes,
- Anticipation of the needs of teachers for specific classes and activities,
- Preparation of materials and resources for particular lessons and activities,
- Assistance in the classroom during particular activities, as necessary,

- Supporting any student specifically identified by teaching staff as requiring additional guidance as necessary and suitable,
- Demonstration of due regard to health and safety guidelines and promotion of these to students,
- Assistance in the tidying up and cleaning of materials and equipment and classrooms at the end of lessons,
- Assistance in putting away resources after lessons,
- Assistance in the research and booking of trips and visits,
- Preparation of displays of work from students in Upper Third to Upper Sixth,
- Putting up and taking down Art and Design Department displays within the Department and across the rest of the site,
- Hanging of the GCSE and A Level Summer Exhibition for moderation by Exam Boards,
- Maintenance of all Art and Design Department displays,
- Support in the preparation and hanging of displays for Open and Options Evenings and Days,
- Watering of any plants within the Art and Design Department,
- Regularly check First Aid kits etc. and request any missing items,
- Any other duties as reasonably requested by the Head of Art and Design.

Additional duties and responsibilities

- To make a positive contribution to the Catholic ethos of the College,
- Sharing in and promoting our high expectations of student progress,
- To have due regard for safeguarding and of the wellbeing of students, following the College Safeguarding Policy as necessary,
- Dealing with any immediate problems or emergencies according to the College's policies and procedures,
- Demonstration of an active commitment to their professional development.

Person Specification

Essential

- Fundamental knowledge and wealth of experience of the creative Arts is imperative to this role,
- Experience of working in a Fine Art environment,
- Knowledge, skill and understanding in the use of a wide range of media, techniques and equipment,
- A high level of organisation and enthusiasm,
- To be proactive, use initiative and work with independence and self-motivation,
- Ability to work to deadline,
- Ability to communicate effectively with colleagues of all levels as well as students,
- Ability to develop professional, working relationships with colleagues and students,
- Ability to work as part of a team,
- Good attendance and punctuality.

Desirable

- A degree level qualification in an Art related subject,
- Experience of working as an Art Technician, preferably within a school setting,
- Experience of working with students in an educational setting,
- Knowledge and experience within Photography,
- Knowledge and experience in the use of Photoshop,
- Flexibility with working hours, especially at exam time.