

Art Technician

Purpose of the Role

The Art Technician provides technical support to the Art Department, assisting with various tasks related to teaching, exhibitions, and the safe handling of materials and equipment.

They may prepare art materials, maintain equipment, organise displays, and support students during lessons.

Responsibilities

The responsibilities outlined in this job description may be modified by the Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Material Preparation

- Preparing art materials, equipment canvases, boards, paints, clays and screen-printing equipment for classes and exhibitions.
- Ensure teaching spaces are set up with required resources for each lesson.
- Pre-cut, mix or otherwise prepare materials needed to facilitate smooth lesson delivery.

Equipment Maintenance

- Maintain and carry out routine checks on all art equipment including kilns, sewing machines, looms, cameras, printmaking tools and digital tools.
- Arrange for repairs and servicing as required.
- Ensure all tools and machines are clean, safe and ready for use.

Storage and Inventory

- Organise and manage storage areas, ensuring materials are labelled, accessible and safely stored.
- Conduct regular inventory checks and update records.
- Monitor stock levels and advise on reordering to avoid shortages.

Display and Exhibition Support

- Support the setup and maintenance of visual displays and exhibitions both within the department and across the school.
- Assist in the mounting, framing, or installation of student work for internal and external shows.
- Help maintain a vibrant and inspirational learning environment.

Student and Classroom Support

- Support teachers during practical lessons, offering technical guidance to students as needed.
- Demonstrate the safe and effective use of tools and materials.
- Assist students in realising their creative intentions, particularly with art and mixed-media techniques.
- Support in other classes when required in a teaching assistant capacity.

Administrative and Logistical Support

- Assist with ordering materials and equipment in line with the department budget and school procurement processes.
- Maintain records of supplies, costs, and orders.
- Provide logistical support for internal assessments, controlled assessments, and practical exams.

Health and Safety

- Monitor health and safety practices in all working areas, ensuring compliance with school policies and statutory requirements.
- Keep up to date with COSHH regulations and risk assessments for hazardous materials.
- Advise staff and students on safe working practices and ensure personal protective equipment (PPE) is available and used appropriately.

Professional Responsibilities

- Attend staff meetings, INSET sessions, Parents' Evenings, and other key school events.
- Provide cover for absent colleagues, including examination invigilation, as required.
- Participate in the school's performance management scheme and professional development programmes.
- Follow school policies and uphold the school's aims and values, including equal opportunities.
- Set appropriate student work during planned absences and ensure timely communication with the Head of School.

Safeguarding

- Complete Child Protection Training and uphold safeguarding policies to ensure student welfare.
- Maintain a valid Enhanced Disclosure and Barring Service (DBS) certificate.
- Promote and safeguard the welfare of all children and young people under your care or supervision.