Job Description:
Art Technician
- Part time

The Art Technician is accountable to the Senior School Head of Art.

1. **Key responsibilities will include:**

   - General maintenance of all Art Department equipment- ensure glue filled up, all paint colours on display, brushes clean, paper cut to size, sink tidy etc.
   - Maintain stock level of equipment. Re-order stock in good time. Pre-empt any equipment requirements relating to new schemes of work.
   - Keep department accounts up to date. Check off all deliveries against orders. Record running total, bank any contra earnings with the Finance Department using appropriate forms.
   - Display- ensure all departmental display boards in rooms 15, 16 and corridor are well maintained and displays are rotated regularly. Backing paper/borders/plastic display covering.
   - Organise any school events that involve the Art Department and liaising with other departments: Christmas concert displays/drama productions/ arts week/ art exhibition etc. This may involve a variety of tasks including sending invites/ refreshments/scenery painting/displaying work etc.
   - General organisation for examinations. Create examination papers for internal exams. For external exams- organise signage, display room changes, label desks, organise equipment etc.
   - Assist with Art club i.e. be present but club is run by HOD and this will depend on when your technician hours are done.
   - Photocopying/ resource gathering/laminating.
   - Tidy Art rooms, empty drying racks, clean sink area.
   - Organise and visit Squirrels Scrap Store to acquire useful resources.
   - Maintain all files in filing cabinet. File any new resources/ schemes of work/ paperwork etc. Similarly keep Schemes of Work files up to date with recent examples of good work.
   - Liaise with maintenance staff about any repair work needed.
   - Ensure sufficient supply of newspapers/ paper towels/soap/sponges etc. within the department.
   - Ensure all display areas in e.g. Tudor lounge etc have displays. When they are not being used for other displays put artwork up.

2. **Other duties:**

   - To participate in in-service training as deemed appropriate for professional development.
   - To support School functions as directed by the Principal.
• To participate in appropriate meetings with colleagues, parents etc. relative to the above responsibilities and duties.
• To participate in Performance Management and Appraisal & Review arrangements.
• Carrying out any other duties which may reasonably be assigned by the Principal.

This job description will be reviewed as and when necessary in accordance with the needs of the School.

10/01/17