



HARRODIAN

ART TECHNICIAN - JOB DESCRIPTION

Line Manager: Head of Art

Major Responsibilities:

1. To be responsible to the Head of Art for the provision of technical support to the teaching of Lower and Upper School Art courses in the Art Department. The Art Department Technician is part of a team in which all members require general Art skills
2. To demonstrate an initiative to ensure that all lessons are well prepared in advance with the requisite materials and resources to facilitate a prompt and efficient start
3. Provision of classroom assistance as and when requested by an Art teacher
4. Provision of support to individual art students requiring extra help in and out of lesson time
5. Ensuring that appropriate stock levels of materials are maintained; contributing towards the maintenance of stock records and carrying out stock checks
6. Placing and processing orders, ensuring that such expenditure is within Departmental budget and policy; checking off deliveries against orders and checking for any damaged items
7. Identifying equipment and material needs in consultation with Art teachers and participating in the selection of new items of equipment and materials for the department
8. Organising and storing art equipment and materials in accordance with current Health and Safety practice
9. Setting up and maintaining the Department's specialist resources

10. Participating in the development of Art Department practical and technical facilities to meet teaching/learning needs
11. Preparing materials and setting up of equipment for class use including: making canvas frames; cutting wood to paint; collecting still life stock and managing project resources
12. Checking materials and equipment, before and after class use, for quantity and damage
13. Retrieving, cleaning away and storing equipment etc. after use
14. Ensuring that the practical requirements for practical examinations / assessments are met, including preparing, setting up and testing materials and equipment in advance of the examinations / assessments
15. Liaising with and supporting the Head of Department with notices, school displays, room displays and during Exhibition time
16. Ensuring that the kiln is loaded and unloaded as appropriate
17. Ensuring that satisfactory standards of safety and security are maintained in relation to the Department's technical service and in accordance with School and Departmental Safety policy
18. Covid-19 Coronavirus: provision of assistance to Art teachers and students with regard to maintaining social distancing between students and maintaining a sanitised workspace according to the government's recommendations at the time.