



HARRODIAN

ART TECHNICIAN - JOB DESCRIPTION

Line Manager: Head of Art

Job Purpose:

This appointment is a technical position that supports the Head of Art in ensuring the safe and smooth running of the department.

Main duties and responsibilities:

- To be responsible to the Head of Art for the provision of technical support to aid the teaching of the Prep and the Senior school in the Art Department. The Art Department Technician is part of a team in which all members require Art skills;
- Providing classroom assistance within an Art class as and when requested by an Art teacher for the Prep and the Senior school;
- To provide skilled, technical assistance to both staff and students, including preparation of specialist materials for lessons;
- To provide of support to individual art students requiring extra help in and out of lesson time;
- To be responsible for Art departmental displays and the framing of artwork to be displayed around the school;
- To help maintain the Art studios in good working order, including:
 - Keeping a good stock of regularly used materials and tools;
 - Ordering in specialist materials for staff and students as requested;
 - 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.
- To maintain a supplier's database;
- To manage of clay stocks. Ensuring that the kiln is loaded and unloaded as appropriate;
- To maintain equipment, facilities and services in the art studios in good condition;
- To manage the storing of materials, equipment, and artwork efficiently and in good order;
- To identify equipment and material needs in consultation with Art teachers and participating in the selection of new items of equipment and materials for the department;
- To liaise with Housekeeping and Maintenance staff;
- At the end of the term, to carry out an extensive clear-up of all areas of the department, returning materials to their rightful places and storing on-going artwork so that the cleaning team can carry out a deep clean;

- To provide technical assistance and invigilation during Art exams as needed;
- To carry out daily maintenance duties as specified by the Head of Art and to coordinate all technical support within the department working with staff;
- To share Art skills in order to run an art club for students within the school at lunchtime or afterschool;
- To undertake any other reasonable duties as required.

Main duties and responsibilities for Health & Safety in the Department:

- To work within the existing H&S policy and assist the Head of Art in maintaining safe practice;
- To organise and store Art equipment and materials in accordance with current Health and Safety practice.

General

This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the School evolve. It may be subject to modification at any time after consultation with the post holder. This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as your line manager and the Senior Leadership Team may require from time to time.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.