



Post:	ART TECHNICIAN (Term-time)
Reporting to:	Head of Art Department and Support Services Manager
Duration:	Permanent
Hours:	25 hours per week, Term-time
Salary:	SCP Scale 11–14 £28,142–£29,540 p.a. pro rata

KEY DUTIES & RESPONSIBILITIES

- To provide technical support and assistance to teaching staff in the implementation of the departments educational programme.
- Prepare, organise and basic construction of resources for teacher demonstrations and practical examinations.
- Set out equipment and materials for class use and remove same when class is complete.
- Collect, clean and store equipment and materials in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
- Dispose of used materials in a safe and approved manner.
- Ensure that qualified personnel carry out mandatory and/or statutory checks of materials and equipment.
- Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.
- Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
- Advise on health and safety issues in relation to the use of equipment.
- Operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- Maintenance of an inventory/records of departmental resources.
- Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.
- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Undertake photocopying as required.
- Handling cash in relation to the purchase of practical materials.
- Assisting with hospitality at meetings and school functions.

The job holder will undertake such work as may be determined by the Head of Department/Senior Leadership Team as required.

This job may be altered from time to time in line with the developing needs of the College.

Criteria for this post may be enhanced to facilitate shortlisting.

Please note that correspondence regarding all matters related to this post will be made via email.



Job Specification

Post: Art Technician (Term-time)

ESSENTIAL CRITERIA	
1	EDUCATION AND QUALIFICATIONS a) 5 GCSEs A–C or equivalent (inc. Maths and English) (A) b) A level qualification in Art, or equivalent (A)
2	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Experience and or knowledge of working with art and craft materials (A)
3	OTHER EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Ability to exercise initiative to meet specific deadlines (I) b) Effective team member (A & I)
4	PERSONAL QUALITIES/ INTERPERSONAL SKILLS <i>Demonstrate using examples from your own practice</i> a) Commitment to integrated education (I) b) Flexibility and good communication skills (I) c) Excellent punctuality and attendance record (I) d) Responsible (R) e) Reliable (R) f) Flexible (R)
DESIRABLE CRITERIA	
	EDUCATION AND QUALIFICATIONS a) A third level qualification in Art. (A)
1	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Experience of working in a school environment. (A)
* Criteria to be tested: A (Application Form); I (Interview); (R) Reference *Please note that criteria may need to be enhanced to facilitate the shortlisting process *Hazelwood Integrated College has the right to rescind this appointment before start date	