

Art Technician Job Description

Hours / Week: 10 hours / week term time only
Responsible to: Head of Creative Arts

Job Purpose

- To support the Art department with setting up, cleaning and maintaining equipment and materials necessary to ensure that lessons run smoothly and practical work can be carried out efficiently and safely.

Key Areas of Responsibility

- To clean, maintain and store all equipment used by the Department
- To refurbish canvasses and hardboard for re-use and carry out any minor repairs.
- To help set up equipment for any lessons/examinations in accordance with any safety advice
- To support with leaving Art rooms in a tidy and safe manner
- To provide basic first aid to students where necessary
- To support with ordering and maintain stocks for the department
- To assist with collating and organising sales to students of art packs to support GCSE courses.

Knowledge, Experience and Training

The successful candidate will

- Have good levels of organisational skills and ability to prioritise workload.
- Be able to maintain confidentiality.
- Be willing to work as part of a team.
- Be willing to undertake any necessary training

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.