



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Art & Design Technician Job description

Post Title: Art & Design Technician

Responsible to: The Head of Department

Liaising with: Relevant staff with cross-school responsibilities, e.g. learning support staff, teachers within the department and the faculty, form tutors, Heads of Year and support staff.

Main purpose

To provide technical and general support in the maintenance, development and delivery of Townsend's learning resources and equipment within the Art and Design Department, including 3D design, graphics, textiles and art craft and design.

Main duties and responsibilities

- To provide support in the maintenance and development of materials and resources.
- To carry out appropriate duties when requested by the Head of Department.
- To load and empty the kiln (training will be provided).
- To assist in the setting up and operation of machinery and equipment.
- To provide support and guidance to staff and students using technical equipment and to train where necessary in its correct and safe use, especially in 3D design.
- To make a significant contribution in the preparation for, and setting up of, exhibitions, framing and displays as directed by the Head of the Department.
- To establish and maintain effective documentation systems including operating procedures, manuals, records and problems encountered and action taken, inventories etc. in relation to area resources.
- To assist in the provision of an effective portage facility, including the receipt, checking and secure storage of deliveries to Art and Design.
- To ensure that all Health and Safety documentation is visible and up to date for each item of potentially dangerous equipment within the department.
- To undertake, in consultation with the Finance Manager and teaching staff, stock checks on equipment and consumables, order consumable items and keep appropriate records.
- To undertake general maintenance of equipment within the Art and Design Department.
- To undertake appropriate training and subsequent updating in order to act as the department's First Aider.
- To promote and operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974, including Risk Assessments where appropriate and to ensure that agreed College policies are adhered to.
- To ensure the department recycles where possible.

Other responsibilities

Staff Development

- To undertake staff development where appropriate.
- To take part in the School's Appraisal Process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of school quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the school liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment in the Art and Design area and any other rooms used.

Other

- To support the aims and objectives of the school.
- To attend meetings as appropriate.
- To wear the corporate clothing provided by the school, where appropriate.
- To undertake any other duties the Headteacher or their designated alternate may reasonably direct from time to time within the context of the Townsend School contract.

This Job Description is subject to periodic review and amendment. Townsend Church of England School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Person Specification

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Educated to GCSE standard (at least grade C in English, Maths and Science) 	✓	
<ul style="list-style-type: none"> Well-developed oral, written and interpersonal skills 	✓	
<ul style="list-style-type: none"> Willingness to undertake further training relevant to the post 	✓	
<ul style="list-style-type: none"> Qualification in a visual art (or experience that demonstrates equivalent abilities) 	✓	
<ul style="list-style-type: none"> Proficient knowledge of Microsoft Word and Excel 		✓
<ul style="list-style-type: none"> Excellent knowledge and understanding of art education 	✓	

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Practical experience in a technical or art-related context 	✓	
<ul style="list-style-type: none"> Previous experience working in an educational establishment 		✓
<ul style="list-style-type: none"> Experience in preparing resources for artwork 		✓
<ul style="list-style-type: none"> Experience supporting art workshops or teaching in an academic environment 		✓
<ul style="list-style-type: none"> Experience demonstrating a basic knowledge of technical art requirements in schools 		✓
<ul style="list-style-type: none"> Confidence and ability of secondary School-aged children 		✓
<ul style="list-style-type: none"> Proficient in a range of practical art skills 		✓

Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> Experience in prioritising work under pressure 	✓	
<ul style="list-style-type: none"> Excellent interpersonal skills; ability to relate well to people on all levels and work well within a team 	✓	
<ul style="list-style-type: none"> Ability to effectively plan, resource, and organise projects/tasks, using IT resources where appropriate 	✓	
<ul style="list-style-type: none"> Excellent written and spoken English; the ability to articulate + communicate clearly in a professional manner 	✓	
<ul style="list-style-type: none"> Excellent organisational and research skills 	✓	
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of young people 	✓	

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> Being an excellent and enthusiastic role model who wants to inspire and pass on visual skills and expertise to young people 	✓	
<ul style="list-style-type: none"> An interest in the education sector 	✓	
<ul style="list-style-type: none"> Willing to be flexible and pragmatic when things change – ‘can do’ attitude 	✓	
<ul style="list-style-type: none"> A supportive and empathetic approach to students 	✓	
<ul style="list-style-type: none"> Flexible approach to work including occasional flexibility in working hours 		✓
<ul style="list-style-type: none"> Commitment to continuous improvement and willingness to learn from experience and practice in this school and others 		✓

Signed:	
Date:	