

WADDESDON CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION	
JOB TITLE	Art Technician (30 hours/week; 38 weeks/year, plus 5 weeks paid holiday)
GRADE	Scale 2
RESPONSIBLE TO	Subject Leader for Art, Graphics and Photography
STAFF RESPONSIBLE FOR	-
JOB PURPOSE	The main objectives to be achieved by the post-holder
To provide high quality technical support across the Art Department	
MAIN ACTIVITIES	Prescribed duties of the post-holder
<p>TECHNICAL SUPPORT</p> <ul style="list-style-type: none"> • Assist students with use of materials • Support students with exhibitions and mounting where appropriate • Support staff and students with the set-up of the photographic studio equipment • Utilise knowledge of design, photography, photographic techniques and Adobe Creative Suite to support students • Work alongside students and assist them in their work as directed by the Head of Department • Carry out reprographic tasks, including binding, scanning, copying, printing and formatting • Advise and assist students during lessons where appropriate <p>EXHIBITIONS</p> <ul style="list-style-type: none"> • Mount work for display purposes • Take responsibility for putting up and moving displays of students' work in the art rooms and around school • Create exciting displays in classrooms to support teaching and learning <p>EQUIPMENT AND MATERIALS</p> <ul style="list-style-type: none"> • Establish the organisation and inventory of materials, equipment and consumables across the department • Take responsibility for ensuring that materials and equipment are prepared for class use, i.e. paints, paper, photographic studio lighting etc. • Carry out routine stock checks and ordering of equipment as required • Carry out routine safety checks on equipment as required • Order resources for the department, overseen by the Head of Department • Daily maintenance of equipment, ensuring it is safe to use and replacing any parts when necessary <p>DEPARTMENT ORGANISATION</p> <ul style="list-style-type: none"> • Maintain an awareness of matters affecting the department and undertake appropriate training as required • Support the tidiness of the Art Department through the cleaning of sinks and messy areas, keeping an eye on classrooms and the stock area • Assist with the storage of students' projects, either part-finished or complete. • Assist teaching staff by setting up materials in specialist rooms when required and clearing away, leaving workshops tidy at the end of the day 	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.