

HENDON SCHOOL



Job Description

Post: Art Technician

Accountable to: Head of Arts

Salary: SCP 5-10

Job Purpose: The purpose of this role is to maintain and up-keep the Art rooms, equipment and resources at the highest-standard, while assisting the teachers and pupils where necessary.

Job Specification

General

- Departmental Stores
- Organisation of resources
- Preparation of Teaching Resources
- Liaising with Galleries/Museums regarding trips and workshops
- Minor administrative duties
- Displays
- Production of Examples
- Monitoring:
 - Materials
 - Tool damage
 - Use of sundries
- Ordering:
 - Stock
 - New equipment
 - Catalogues and magazines
 - Stationary
- Supervising:
 - Deliveries
 - Trouble shooting

Health and Safety

- Full checks of all plant and equipment including Kiln room and Dark room
- Safe storage of hazardous materials for Ceramics, Photography and Printmaking
- Logging of all faults
- Logging of any accidents
- Taking action where appropriate
- Reporting any faults to Head of Faculty

- Monitoring action taken
- Attend appropriate Health and Safety Courses

Art Rooms

- Maintenance of Art Rooms:
 - Art Equipment
 - Machines
 - Ceramic Equipment
 - Photographic Equipment
 - Printmaking Equipment
 - Furniture and fittings
- Up-keep of tools
- Loading/unloading kiln
- Firing kiln
- Reclaiming clay
- Repairing of equipment
- Helping with minor decoration
- Creating displays
- Tidying up
- Maintaining sink areas, drains and traps

Teaching

- Assist teachers where necessary
- Providing in-class support to the teaching staff
- Supervise pupils
- Organising cover work and support for the cover teachers
- Photocopy materials (where necessary)
- Preparing demos (for teaching staff)
- Making sure cameras and other equipment are charged and ready to use, burning materials on CD and DVD, keeping track of the Photography equipment lent to the students
- Setting up:
 - Machinery
 - Computers
 - Projectors

Tasks of a similar nature and within the competence and ability of the technician.

Line Management

The technician is directly responsible to the Head of Department **12 hours** a week as negotiated, who will regularly liaise with the technician, allocate work and monitor procedures.