

HENDON SCHOOL



Job Description

Post: Creative Arts Technician

Accountable to: Head of Arts

Salary: SCP 5-10

Job Purpose: To support the day-to-day running of the Creative Arts faculty, by supporting staff and students, maintaining equipment, resources and the physical space and some administrative duties.

Job Specification

General

- Maintenance of departmental stores
- Organisation of resources
- Preparation of teaching materials
- Creating displays
- Monitoring equipment and materials

Administration

- Ordering new stock
- Helping to timetable peripatetic instrumental lessons
- Photocopying and printing

Health and Safety

- Safe storage of hazardous materials and equipment
- 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

Teaching Rooms

- Maintenance of the Creative Arts spaces, including the Art classrooms, music rooms and Drama/Dance studio
- Up-keep of materials

- Loading/unloading kiln
- Firing kiln
- Reclaiming clay
- Repairing of equipment
- Tidying up
- Maintaining sink areas, drains and traps

Teaching

- Assist teachers 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

This job description is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the School, following appropriate consultation.