

Winsford Academy Job Description and Person Specification

JOB TITLE	Art Technician		
REPOSIBLE TO	Head of Art	GRADE 3	

BASIC JOB PURPOSE

To provide support to the Head of Art and the departmental staff and to assist with the smooth running of the Department

MAIN RESPONSIBILITIES

1	To carry out duties as directed by the Head of Department to assist with the running of the department, ensuring that preparation is undertaken for all lessons, rooms are checked as requested by staff and rooms are prepared ready for lessons.
2	To ensure adequate levels of materials and equipment are held within the department at any given time and monitor stocks held.
3	To order all teaching materials required for project and examination work and other materials that may be required from time to time.
4	To prepare a wide range of teaching materials and equipment for use by teachers and students in art lessons, project and examination work.
5	To unpack deliveries and maintain order in the store cupboards.
6	To assist in maintaining a safe environment in the art rooms and to liaise with the Head of Art and the School's site team with regards to any concerns.
7	Be responsible for the safe storage of art equipment and resources in accordance with health and safety requirements and COSHH regulations
8	To assist staff and students with work, including photocopying, arranging displays, photographing work and preparation of materials.
9	Clean and undertake basic maintenance routines
10	Provide clerical/administrative support for the teaching staff in the Art Department
11	Mount displays of students work in classrooms for departmental exhibitions
Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

Person Specification

Essential	Desirable	Evidence
Qualifications and experience:		
<p>GCSE Maths and English</p> <p>Good standard of education</p> <p>Relevant experience in an art related role.</p>	<p>Qualification/s in related field/s.</p> <p>Experience in a similar role</p> <p>Experience of working in a school environment</p> <p>Knowledge of health and safety issues</p> <p>Experience of working within a budget</p>	<p>Certificates</p> <p>Application Form</p> <p>References</p>
Knowledge and skills:		
<p>Knowledge and a good level of understanding of Art and different areas within the subject</p> <p>Excellent display skills and an eye for detail</p> <p>Good ICT skills – confident in the use of Word, Excel, email and internet.</p> <p>The ability to articulate and communicate clearly in a professional manner</p> <p>Effective organisational and time management skills. Able to remain calm under pressure, work to deadlines and manage competing priorities.</p> <p>Strong interpersonal skills, including the ability to relate well to people on all levels.</p>		<p>Application form</p> <p>References</p> <p>Interview</p>
Personal qualities:		

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Flexible approach, to meet daily demands of the role		Interview References
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Essential	Desirable	Evidence
Self-motivated and able to use initiative to ensure tasks are completed Able to organise time effectively		