



## Reed's School Job Description ART TECHNICIAN

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p><b>The Department and Role:</b></p>	<p>The newly appointed technician will support the Art and Design Department, and will be directly responsible to the Head of Art and Design. This is a full-time post, mainly during term-time, although some flexibility will be required to work before the start and after the end of school terms as required.</p> <p>The Department comprises 4 full time members of teaching staff which include the Head of Department and the Head of Printing plus two other specialist teachers.</p> <p>Art is a popular subject at GSCE and at A Level pupils can study Fine Art, Graphic Design or Photography. The Department also runs an extensive programme of after school activities and students use the facilities at lunchtimes, breaks and after school to complete coursework and prep.</p> <p>The Art and Design Department consists of 4 main studios: Fine Art, Graphic Design and Photography, and two general art studios plus a print finishing room and darkroom. There are facilities for the Department to create all the design work for School publications.</p>
<p><b>Main Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"><li>• Preparation of all materials and equipment for lessons.</li><li>• Clearing away and washing up equipment, ensuring it is kept clean and in good order.</li><li>• Assist in the preparation of displays and exhibitions.</li><li>• Prepare pottery clay and glazes and load and fire the pottery kiln.</li><li>• Assist with sets, props and costumes for drama productions.</li><li>• In conjunction with the Head of Department, order new materials, stock, equipment and books and also make any required purchases, keeping appropriate records.</li><li>• Take minutes at Department meetings and word process them. Keep all records of meetings and actions.</li></ul>

	<ul style="list-style-type: none"><li>• Liaise with the Facilities Manager regarding cleaning and maintenance.</li><li>• Maintain adequate knowledge of safety measures in the Art and Design Department.</li> <li>• Maintain adequate knowledge of basic first aid and undertake first aid training as required.</li> <li>• To attend job related training courses as required and any relevant In Service Training (INSET) provided by the school.</li> <li>• Prepare photographic chemicals and keep the darkroom and imaging suite in order.</li> <li>• Assist the Head of Printing as required.</li> <li>• When required accompany members of the Department and students on educational visits.</li> <li>• Undertake such other comparable duties as the Head of Art requires from time to time.</li> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li></ul>
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## Reed's School Person Specification ART TECHNICIAN

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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>		<ul style="list-style-type: none"> <li>• Educated to Degree level in a relevant subject.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working co-operatively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of using computer programmes such as Photoshop.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good planning and organisational skills.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge and enthusiasm for the subject.</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Motivation and enthusiasm to work with children and young people.</li> <li>• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• Ability to maintain consistency and fairness.</li> </ul>