

## Art/Display Technician Job Description

Job Title: Art/Display Technician  
Pay grade: Grade 3 Point 4-6  
Responsible to: Head of Art

### CORE PURPOSE

- To support the ethos and culture of the school as defined by the Principal
- To contribute, significantly, to the school's development
- To provide technical support for the Art Department
- To be accountable for monitoring and managing resources for display work
- To produce displays for the school and individual subject areas as requested
- To work actively alongside subject departments as requested
- To support high standards of learning and achievements by providing a safe, stimulating and purposeful environment

### PRINCIPAL RESPONSIBILITIES AND TASKS

#### *Art Technician*

- To ensure that maintenance and repairs of equipment are channelled through recognised procedures
- Assist with the preparation of all equipment and resources for demonstration purposes or for use by teaching staff and students
- Assist staff and students in class practical lessons (show and explain)
- Assist staff and students with preparation of mock/GCSE Art exams
- Clean and store equipment and rooms after use
- Dispose of unwanted items safely and in line with health and safety regulations
- Provide basic advice and practical support to students and ensure compliance with safe working practices
- To Undertake reprographic photocopying and printing as required
- Maintain Art supplies and records
- Support the subject teams in all aspects of health and safety
- Shared responsibility for setting up and dismantling sometimes expensive equipment
- Uses protective clothing when required

#### *Display*

- Support staff in improving the learning environment of the school
- Putting up, maintaining and taking down displays and students' work (including 3D displays)
- Routine maintenance of displays
- Generation of appropriate signage using IT
- Ordering necessary stock
- Preparing charges for subject areas for stock used

### Additional Duties

- To play a full part in the school community

Please note - this is not an exhaustive list of duties and responsibilities, and you may be required to fulfil other responsibilities from time to time as agreed with the Principal.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>● Ability to work with equipment and tools</li> <li>● Day to day self- planning and ensuring deadlines are met i.e. Ensuring the equipment is set up for the start of lessons and removed at end of lessons</li> <li>● Good level of Literacy and Numeracy skills</li> <li>● Effectively use of IT and other equipment and resources</li> <li>● Relevant knowledge of first aid</li> <li>● Practical knowledge for setting up and use of equipment</li> <li>● Able to read, understand and follow policies and procedures</li> <li>● An understanding of different media used</li> </ul>	<ul style="list-style-type: none"> <li>● Working in a school environment</li> <li>● Able to maintain basic stock records</li> <li>● Knowledge of school safeguarding procedures and policies</li> <li>● Understanding of health and safety issues relating to work areas and equipment</li> <li>● Artistic creativity</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Hardworking and enthusiastic</li> <li>● Confidence and skill to instruct group of young people</li> <li>● Ability to time manage and prepare ahead of schedules and deadlines</li> <li>● Flexible and adaptable - the ability to fit into ongoing needs of Art timetable at different times as requested</li> <li>● Reflective</li> <li>● Resilient</li> <li>● Positive</li> <li>● Personable and approachable</li> <li>● Calm</li> <li>● Consistent</li> </ul>	