



## **Art and Photography Technician**

### **Job Purpose**

You will be a key member of our department, providing general support to staff and students, to ensure the smooth operation of the facility, including the preparation and cleaning of materials and resources for the department and in giving practical support in the classroom to teachers and students.

### **KEY RESPONSIBILITIES:**

- Support learning by assisting students and teaching staff during practical classes where necessary, including photo shoots with pupils
- Monitor safety of equipment and report any problems to the Head of Department
- To monitor stock and advise the Head of Department on the need to purchase resources, materials or equipment, consult with suppliers, and carry out orders for the department, keeping a record of expenditure
- Prepare teaching material at the request of the teaching staff
- Ensure stationary supplies are sufficient
- Maintain an up to date list of chemicals and equipment within the department
- Monitor the audiovisual, reprographic and computer resources
- Co-ordinate the use of studios and equipment
- Be responsible for the efficient and safe storage of all chemicals and equipment
- Co-ordinate the safe disposal of unwanted materials
- Submit maintenance requests as necessary
- Maintain records of any risk assessments and accidents
- Ensure classrooms are tidy and that walkways and emergency exits are kept clear
- Be responsible for the maintenance of all equipment
- Maintain and be aware of any relevant safety documentation (eg CLEAPSS, HAZCARDS), carry out termly Health and Safety checklists
- Ensure classrooms and storage areas are secured when not in use or after lessons
- To support the department in meeting the School Health and Safety Policy.
- Assist with display work both in and out of the department
- Liaise with technicians in Design Technology where necessary
- Participate in training and other learning activities
- To undertake any other reasonable duties which might from time to time be requested by the Head teacher or any person delegated by them.

The above list is not exhaustive and other duties may be attached to the post from time to time.

## Person Specification – Art and Photography Technician

		<b>Essential</b>	<b>Desirable</b>
<b>Qualification and Training</b>	GCSE Maths and English	X	
	Qualification/ experience in Art and Design	X	
<b>Professional Skills and Experience</b>	Experience in Art and Design technician role		X
<b>Knowledge and Understanding</b>	Experience of using ICT	X	
	Experience of Budget/Stock management		X
	Experience or working in an educational environment with children / young people of a relevant age		X
<b>Abilities</b>	Effective use of ICT and other specialist equipment/resources	X	
	Ability to relate well to children and adults	X	
	Experience within Art and Design and the willingness to undertake further training.	X	
<b>Attributes</b>	To be able to work calmly under pressure	X	
	To be an effective team member	X	
	To be flexible and able to manage time effectively	X	
	Be prepared to work flexibly to meet the needs of the school	X	
	To work independently and collaboratively	X	
	Committed to the principals of equality and diversity	X	
	The post holder will require an enhanced DBS	X	