

# The Farnborough Academy – Job Description

<b>Post:</b>	<b>Art Technician</b>
<b>Responsible to:</b>	<b>Head of Art</b>
<b>Scale:</b>	<b>NJC Grade 2 (9-13) £16,755 - £17,391 pro rata (Actual salary £8,391.43 - £8,709.96)</b>
<b>Hours:</b>	<b>22 hours per week term-time only</b>

## **Duties and responsibilities:**

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative and accountability.

To provide general support for the Art Department within school including the following:

- Maintenance of Storage Areas in both Classrooms and Store Rooms
- Maintenance of Specialist Areas- Dark Room, Kiln Room and Screen Printing Area
- Stock taking of materials and Ordering of Materials for the Department.
- Follow all Health and Safety Guidelines in every role.
- COSSH- Ensuring all documentation is up to date and easily accessible; managed by HOD.
- Oversee Replacing/ repairing of equipment; guidance of HOD to ensure specialists and services are in place every year for specialist equipment.
- Management of Firing Ceramics and Storage of it with support of HOD.
- Preparing Specialist Materials for areas such as Photography.
- Replenishing stock in the classrooms and specialist areas to support teaching.
- Supporting preparation of materials and equipment for lessons.
- Supporting Resourcing of lessons with guidance from staff.
- Technical support in lessons.
- Preparing Artwork for display
- Managing Displays in Art rooms and around school with guidance/ support from teaching staff.
- Supporting Art and Design Visits
- Supporting enrichment projects.

Also undertaking any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

<b>Person Specification</b>		
<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general standard of education.</li> <li>• Basic ICT and clerical skills/qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Art related qualification(s)</li> <li>• Basic Health &amp; Safety certificate</li> <li>• First Aid qualification or willing to undertake First Aid training.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing technician support to a department or group.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a Secondary School</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both spoken and written.</li> <li>• Good literacy and numeracy skills.</li> <li>• High level of organisation.</li> <li>• Ability to research resources needed for the department areas being supported.</li> <li>• A proactive team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of the Art Curriculum.</li> <li>• Experience of a range of Art techniques</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Able to empathise with young people.</li> <li>• Ability to communicate with students and to support their learning.</li> <li>• Understanding of professional boundaries</li> <li>• Hard-working and enthusiastic.</li> <li>• High expectations of self and students.</li> <li>• Reliable, punctual and responsible.</li> <li>• Puts a high value on treating others with respect and courtesy.</li> <li>• Committed to inclusion.</li> <li>• A passion for Art and practical work.</li> </ul>	