



Art & Design Technician

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	The Art & Design Technician plays a pivotal role in the Art & Design Department by assisting the Head of Department and teaching staff through the preparation of materials, classrooms and general organisation.
Reporting: to:	Head of Art & Design
Main Duties and Responsibilities:	<p>Key Responsibilities as directed by the Head of Department:</p> <ul style="list-style-type: none">• To be available and ready to compile the daily diary of tasks at 8.30 a.m. every morning.• To prepare equipment and teaching areas for practical classes.• To maintain a safe and tidy working environment at all times.• To work alongside the class teacher in lessons providing assistance when needed.• To assist pupils working under the direction of the teacher outside lesson times (in clubs and after school) when the teacher is not present in the room.• To assist with co-curricular clubs and open studio sessions in the holidays.• Assisting with art displays.• To come into school at the end of the summer holidays to ensure that the orders are checked and put away, enabling the department to begin teaching on the first day of the new academic year. <p>In addition to the above, an Art & Design technician will be required to carry out the following duties:</p> <p>ICT:</p> <ul style="list-style-type: none">• Undertake basic maintenance and carry out basic trouble shooting to support pupils/staff in the ICT suites, including the maintenance of printers.



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	<ul style="list-style-type: none">• Contact ICT Helpdesk when more than basic maintenance is required. <p>Photography:</p> <ul style="list-style-type: none">• Mixing and preparation of chemicals.• Maintenance of enlargers and cameras.• Mounting/dismounting the photographic Studio in dark room. <p>Workshop:</p> <ul style="list-style-type: none">• Undertake basic maintenance of machinery such as changing blades and sanding belts.• Maintain the dust extraction system and clean regularly. <p>Fine Art:</p> <ul style="list-style-type: none">• Maintenance and preparation of Fine Art materials, including printing blocks and clay.• Preparing photo stencils and screens for the flatbed vacuum screen printer <p>NOTE: This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.</p>
Safeguarding responsibilities	To meet with, support and guide students in school. There will be regulated activity with young people.

You may also be required to undertake such other comparable duties as the Head requires from time to time.





Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications	<i>The professional, technical, or academic qualifications that the Applicant must have to undertake the role or the training that they must have received.</i>	<i>The professional, technical, or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received.</i>	<i>Production of the applicant's certificates. Discussion at interview. Independent verification of qualifications.</i>
Experience:	<ul style="list-style-type: none"> Competence with ICT and the Internet to source competitive material suppliers and prepare orders for the whole department. 	<ul style="list-style-type: none"> Previous experience of working as an art technician. 	<i>Contents of the application form. Interview. Professional references.</i>
Skills	<p>Desire to contribute to the development of the department by undertaking training in the taught areas to be able to assist pupils working in the studios. For instance, learn basic knowledge of:</p> <ul style="list-style-type: none"> Workshop machinery such as the band saw, belt sander and pillar drill CAD programs, e.g. Adobe Photoshop and Illustrator, Sketch Up and Blender CAM resources: 3D Printers and laser cutters 		<i>Contents of the application form. Interview. Professional references.</i>



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	<ul style="list-style-type: none"> • Photographic darkroom techniques and processes. 		
Knowledge	<p>The knowledge required by the Applicant to perform effectively in the role.</p>	<p>The knowledge that would enable the Applicant to perform effectively in the role:</p> <p>Workshop machinery, Upright and band saws, pillar drill Workshop processes: Welding, casting, carpentry. Art techniques and processes, such as screen printing, clay modelling and painting in various mediums.</p>	<p><i>Contents of the Application Form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • An appreciation of the importance of Health & Safety and a willingness to undertake further training in this area where necessary. • A desire to work with young people, alongside the class teacher and individually and with small groups as directed by the teacher. • Good communication, organisational and interpersonal skills. • The ability to manage commitments and deadlines. • The ability to work effectively both as part 		<p><i>Contents of the Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>



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	<p>of a team and also independently.</p> <ul style="list-style-type: none">• Flexibility and adaptability; a 'can do' attitude.• The ability to work collaboratively and supportively with school colleagues.• Empathetic to the Catholic and Benedictine ethos of the School.		
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