



Job Description and Person Specification

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.

Job Title:	Art Technician
Summary of the role:	To provide effective technical support to the Art Department and Arts Centre by coordinating the safe working practices of all connected with art teaching and exhibiting. The role includes both administrative and practical roles. Occasional evening and weekend attendance will be necessary.
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Provide and co-ordinate technical support to a busy Arts Department. • Provide technical in class support • Run open studio/ after school sessions each week • Management and technical support for photography will be key aspect of the role and so relevant skills or a willingness to learn is required. • Accompany and support on school trips • Attend Faculty and Departmental meetings. Take minutes of departmental meetings. • Resource management: Ordering of materials and supplies, auditing stock and managing departmental budget • Ensure art rooms are fully stocked with all required materials. • Ensure art rooms and equipment and facilities are left clean and tidy at all times. (including: stores/ plaster room/ print room, darkroom and kiln room) • Oversee and take responsibility for the stocking of paper in the photocopiers in Department. • Working with the Head of Department: develop, plan and coordinate a rolling programme for routine maintenance activities within each department; and ensure that all statutory testing of equipment is undertaken in a timely manner,



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	<p>liaising with the maintenance department where necessary. (including: stores/ plaster room/ print room, darkroom and kiln room)</p> <ul style="list-style-type: none"> • Carry out COSHH risk assessments for all new products used in the department and carry out a review of existing assessments on an annual basis. • Ensure that all relevant risk assessment paperwork is kept up to date and filed securely. • Forward any updates to health and safety policies relating to the Art Faculty to the Director of Operations, to ensure regulatory compliance at all times. • Attend and feed in to the School's Health and Safety Meetings. • Ensure that works of art are stored and transported in a safe, fully insured and risk-free manner. • Have a visible presence in and around the Arts Centre, providing a point of reference for students and staff. Ensure safe use of the Arts Centre space during the school day. • Manage the hanging of art for exhibitions in the Arts Centre.
<p>Other</p>	<ul style="list-style-type: none"> • This job description is illustrative and not exhaustive. The postholder will be required to undertake such other comparable duties as the Headmaster or line manager requires. • Photographic knowledge and technical skills are highly desirable.



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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><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></p> <ul style="list-style-type: none"> • Qualification or experience in a specialised relevant technical field 	<p><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></p> <ul style="list-style-type: none"> • Health and Safety training • COSHH training 	<ul style="list-style-type: none"> • Production of the Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience or qualification in a specialised relevant technical field 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Hanging art exhibitions • Experience of providing technical support to a busy Art Department • Experience of managing budgets and stock 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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		<p>management</p> <ul style="list-style-type: none"> • Experience of working in a school/working with young people 	
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A practical, organised and efficient worker is crucial to the role. • Technical competence with computer software (Microsoft). The ability to effectively undertake administrative tasks. • A creative and resourceful problem-solver • Aesthetic approach to managing open spaces • Ability to manage orders, stock and budget. • <i>Ability to use photoshop and large format printers or the willingness to learn how to.</i> 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Ability to use and maintain arts centre tools and technical equipment • Technical ability and knowledge of both digital and analogue photographic processes would be an asset as will be a significant part of the role. • Knowledge of both analogue and digital photographic processes 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Up to date technical knowledge and experience of providing technical support 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Specific knowledge of arts technology • Knowledge of contemporary and historic art/history • Knowledge of up to date Health and safety legislation relating to the Arts and Technology subjects 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality • Strong interpersonal skills and self-awareness adapting to situations with particular reference to children • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline within the 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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	<p>restorative justice framework</p> <ul style="list-style-type: none">• A willingness to engage fully in the extra-curricular life of the School• A willingness to develop and support new initiatives		
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