



Ripon Grammar School

Job Description

Art Technician

Key Aspects of Role

- To complement the professional work of the art department by taking responsibility for agreed focus areas.
- To monitor systems used in the management and control of practical resources, including purchasing and auditing.

Reports To:

- Head of Department

Terms and Conditions:

- 15 hours per week, term time only + training Days
- Salary: NYC Grade C/D points 3-6

Specific Responsibilities and Duties:

- Liaise with members of the department regarding department activities and tasks
- Prepare materials, resources and photocopying prior to lessons as requested
- Offer technical advice, assistance and guidance to staff and students during lessons
- Support student research and development with images, materials etc.
- Supervise students on specific tasks as requested
- Provide administration support to teaching staff
- Undertake general classroom maintenance/tidying as required
- Audit, order and store art stocks
- Support with displays of student work in the department, around school and in preparation for moderation etc.
- Audit all equipment in the department and undertake PAT testing as directed.
- Support with school art trips as requested
- Support the department's health and safety responsibilities
- Have due regard for student safeguarding and wellbeing
- Undertake training required for the role as directed
- Undertake 2 lunchtime duties per week [1.5 hpw] within these hours

Undertake any other duties, as reasonably requested, by the Headmaster



Person Specification

Art Technician

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• Appropriate qualification in related subject area.
Skills and abilities	<ul style="list-style-type: none">• The ability to work as part of a team• Show initiative and work independently• Ability to prioritise and manage changing workloads and situations• Adaptability to respond to the changing priorities of the department, school and students.• Flexibility to work within all areas of an Art Department.• Excellent interpersonal skills• Ability to work closely and communicate effectively with students Be computer literate and willing to learn school systems.	<ul style="list-style-type: none">• Be familiar with the use of clay/kiln firing etc.• Be confident in the use of art materials• Be creative in the application of knowledge and skills
Experience		<ul style="list-style-type: none">• Previous technician experience