

Role Title:	Art Technician
Location:	The Leys School
Responsible to:	Head of Art

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

The role

- To assist with the smooth running of the Art Department on a day-to-day basis by providing support to the academic members of the department in all subject areas: Painting, Printmaking and Ceramics.

Main duties and responsibilities

- The organisation of the department stock rooms and cupboards
- Cleaning of equipment;
- Management of storage and relocation of furniture and work at certain times of the academic year – some heavy lifting required
- To prepare pottery kiln, stock, glazes etc as required – full training provided
- To oversee and maintain all aspects of the Print room – the upkeep/cleaning of equipment, technical assistance and direction, supervision of students working with etching, screen, mono and relief printing and the ordering/organisation of specialist materials
- One to one practical sessions for sixth form students – teaching practical processes and providing technical advice
- Supervision of evening studio time, helping students during this time with practical work, particularly in the print room, where technical advice is required
- The organisation of lesson cover during busy exam periods when the Art Department cannot accommodate usual lessons
- To organise exhibitions within the department and throughout the school. Assist with the curation of the final show of GCSE and A'Level work, and photographically record the show.
- To liaise with external exhibitors: to organise student competition entries and annual exhibitions
- Transportation of works to galleries, organising publicity and the hanging of work in galleries and public spaces
- To maintain and update the digital image reference store, assisting and advising students with photography and Photoshop
- To update the Art and Design section of the website with news and images of students' work
- Any other reasonable related tasks within the Department

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Deputy Head Pastoral Care, Head/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

THE Leys

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

THE Leys

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Person Specification	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> • Printmaking, ceramics and/or Photoshop would be an advantage 	<ul style="list-style-type: none"> • Previous experience in a similar role 	<ul style="list-style-type: none"> • Interview & Application form
Skills	<ul style="list-style-type: none"> • Flexible, friendly and approachable attitude • Good organisational skills • Excellent communication skills • Team player • Suitable to work with children and to enjoy doing so 	<ul style="list-style-type: none"> • Availability to work additional hours to support exhibitions 	<ul style="list-style-type: none"> • Interview & Application form
Knowledge	<ul style="list-style-type: none"> • Sustained interest in Fine Art • Strong IT literacy • Demonstrate an interest in children's wellbeing and education 	<ul style="list-style-type: none"> • Training in manual handling or ladder training 	<ul style="list-style-type: none"> • Interview & Application form