

Great Academy Ashton

JOB DESCRIPTION

Post:	Art Technician
Reporting to:	Head of Art
Salary Scale:	Band 3 Range £24,027 - £24,790 Full time, term time only + 3 days
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 19

JOB PURPOSE

To provide technical support to teaching staff in the Art and Design department.

KEY RESPONSIBILITIES

- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items.
- Assist teachers and students during lessons as directed.
- Organise and lead twice weekly Art Club with small group of students.
- Assist with the maintenance and deployment of all A/V equipment within the department.
- Maintain a rigorous firing schedule for Kiln, observing safety requirements.
- Control and store safely all chemicals, flammables and specialised solutions, ensuring that all current Health & Safety and COSHH regulations are adhered to.
- Ensure all equipment is maintained so as to be safe, reliable and suitable for use. This will include cleaning, sharpening, removing dust and carrying out minor repairs.
- Maintain the good order and organisation of the art and design classrooms and storage areas.
- Maintain all necessary safety signs and maintain a record of all equipment checks including annual servicing of equipment.
- Review and update risk assessments and method statements for Art and Design department and advise the Head of Department when updated so that they can be communicated throughout the department.
- Keep sinks and worktops clean, clear away equipment left out by teachers after practical lessons and maintain aprons in a serviceable condition.
- Place orders, receive equipment and materials and maintain an inventory system for items with a replacement value of £50 or more. Ensure that stock is replenished in a timely manner so that supply to the classrooms is maintained.
- Prepare display materials and equipment for parents' evenings and display items of work around the school as and when requested.
- Undertake other art tasks as requested by staff.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.