

POST TITLE	Art Technician
GRADE	C
RELATIONSHIPS	Responsible to: Head of Art
MAIN PURPOSE OF JOB	To support the teaching staff in the Art Department
Main Responsibilities	1. To provide support to teaching staff in art lessons. 2. To undertake routine checks of equipment, ensuring that they are fit for purpose. 3. To undertake basic maintenance of equipment where appropriate. 4. To update maintenance schedules. 5. To prepare and store consumable materials for lessons. 6. To undertake regular stock checks and prepare purchase orders for consumables and equipment as required. 7. To provide basic administration including preparing correspondence to pupils, maintaining the budget spreadsheet and filing. 8. To liaise with suppliers and other support agencies. 9. To undertake training as directed by the Head of art. 10. To prepare and maintain art display boards around the school site. 11. To help prepare art exhibitions and installations. 12. To perform any other duties as may reasonably be required by the Head of Art or the Headteacher which are considered to be commensurate with the job purpose and grading of the post.
Person Specification	1. IT literate. 2. Excellent organisational skills. 3. Willingness to be trained in first-aid and health and safety. 4. Ability to quietly and calmly support the creation of creative work in a highly academic environment. 5. A calm, unflappable demeanour. 6. Good interpersonal skills. 7. Ideally, the successful candidate could on <i>occasions</i> be flexible on how the 16 hours are delivered each week