



Job Description

Job Title: Art Technician (0.5381 fte)

Reports To: Head of Art and Photography

Working Time: Monday to Friday 8.15 am-13.15 pm during term time plus occasional evening events, Open Day and Royal Russell Day. Possibility for flexible working.

Purpose of Job: To work with young people to develop a love of Art and Design by providing support to staff and students both within their Art lessons and in an extra-curricular capacity. To be responsible for the maintenance, loaning and support of the department's physical resources.

Main Duties and responsibilities:

- To support the delivery of the Art and Design curriculum across the Senior School
- To support extra-curricular Art projects by working with students to produce and refine their own works.
- To teach students specific artistic skills and techniques to ensure that they are able to realise their ideas, and to challenge students to try new techniques and develop their skill set.
- To manage the maintenance and security of the department's physical resources in the Art department, including store rooms and when equipment is used in other locations.
- To set out and clear away materials and resources for Art classes.
- To organise the display of Art works within the department and around the school, including exhibitions.
- To manage the kiln, store rooms, and other non-teaching spaces within the department
- To maintain and oversee the stock levels of key materials, ensuring accurate records are maintained.
- To supervise student use of the Art rooms.

General Responsibilities:

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- Attend Royal Russell Day, and Open Day as required.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification – Art Technician

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Qualifications	<ul style="list-style-type: none"> • Educated to A Level or vocational equivalent in Art or a similar subject • Experience in creative industries • A commitment to continuing professional development 	<ul style="list-style-type: none"> • An Art or related degree 	<p style="text-align: center;">A</p> <p style="text-align: center;">A A/I</p>
Knowledge and skills	<ul style="list-style-type: none"> • Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines • Computer literate, with good familiarity with Microsoft office applications • Ability to work with accuracy, with good attention to detail • Excellent organisational skills • Ability to work collaboratively in a team • Good analytical and problem-solving skills 		<p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A/E</p>
Experience	<ul style="list-style-type: none"> • Experience working in a creative environment. 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience working with others to develop their artistic or creative skills 	<p style="text-align: center;">A</p> <p style="text-align: center;">A/I</p>
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to communicate succinctly, effectively and attractively both orally and in writing, using appropriate language • Tact, sensitivity and the ability to handle confidential material with discretion • High degree of personal motivation, initiative, energy, creativity and drive • Ability to build effective working relationships with parents and staff • Ability to work on own initiative, plan, prioritise, coordinate and lead • Able to remain calm and professional in all situations • Able to take ownership of a task and see it through to completion • The ability to be flexible with a positive and enthusiastic approach to working with young people to support them to create artworks and a desire to see them achieve the best outcome they can. 		<p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/E</p> <p style="text-align: center;">A/I</p>
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Empathy with the ethos and aims of Royal Russell School 		<p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p>