



Brentwood School

Art Technician

Department:	Art
Hours:	0.4-0.6 FTE, term-time only, and INSET days as requested by staff.
Report to:	Head of Art
Job Purpose:	<p>To manage the multipurpose downstairs Art Studio, overseeing class signup sheets, manage and rotate clay work and keep the area clean and presentable for continuous use.</p> <p>To provide support to teaching staff and classes across the Art Department. To adopt a flexible style in order to tackle a range of routine duties in the Art Department.</p> <p>Preparation of equipment and materials for lessons and examinations.</p> <p>To meet with the Head of Department on a weekly basis to discuss tasks for the forthcoming week.</p>
Key Responsibility /Accountability <i>Duties do vary throughout any given week. The following duties make up the core of the role.</i>	<p>Day to day running:</p> <ul style="list-style-type: none">● To assist teachers with preparation and clear up of heavy practical lessons such as clay and printmaking● To manage clay rotation and load/unload kilns● To maintain student pots during building times to keep clay damp● To tidy and maintain the downstairs Art Studio, this includes watering plants, putting away equipment, checking sink traps etc.● To ensure clay tools and equipment are in good working order ensuring that they comply with current health and safety regulations● To prepare and maintain displays● To liaise directly with the Maintenance team & Porters for departmental needs and keep good relations● To assist HOD with new Health & Safety risk assessments ensuring COSHH, CLEAPS etc is applied● To check and maintain protective clothing such as aprons, gloves and goggles● To ensure that pupils have access to cleaning materials in practical lessons i.e. soap, paper towels● To assist teaching staff in keeping the art studios clear and clutter free● To monitor stock levels of 'staple' materials and re-order as appropriate and to order specialist materials and equipment as requested by staff● To maintain accurate records of ordering including checking the budget and keeping the Head of Department informed

	<ul style="list-style-type: none"> ● To organise photocopying of work through the Reprographics Department (and to occasionally photocopy teaching materials at short notice at the request of staff). <p>Pupil Support:</p> <ul style="list-style-type: none"> ● To facilitate individuals or small groups with skills development in ceramics (but also with screen printing and the large printing press) ● To assist pupils in the procurement of materials or components for their practical work - to include shopping, bulk ordering and the handling of petty cash. <p>Department Development:</p> <ul style="list-style-type: none"> ● To help in the planning and production of teaching aids such as posters and colour worksheets for use within the department, in particular looking after displays and teaching aids for the downstairs studio ● To support the teaching staff in the implementation of the department developmental plan. <p>Other:</p> <ul style="list-style-type: none"> ● Attending department meetings when necessary ● To liaise with maintenance staff when necessary to maintain the good order of the department ● To be available for events involving the department outside of the normal school day as is considered reasonable by the Head of Department i.e. The Summer Exhibition - set up and attendance at the event, support staff with Performing Arts backdrops, IB exhibition preparation etc. ● To check with the Head of Department for clarification of unusual requests made upon the department ● To contact the Head of Department as line manager to help deal with issues that may arise.
<p>Person Specification</p>	<ul style="list-style-type: none"> ● Knowledge of and a deep interest in Art, with a particularly strong skill level in ceramics and its processes and ideally screen printing ● Be flexible, friendly and approachable ● Good organisational, communication and IT skills ● Flexibility and a willingness to undertake a wide range of tasks ● Experience in printmaking and Photoshop is desirable.
	<p><i>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</i></p>