



King Edward VI Grammar School, Chelmsford

JOB DESCRIPTION

TITLE:	Art Technician
SCALE:	3
PURPOSE OF JOB:	To provide full technical support to teaching staff and students, particularly in the preparation and cleaning/clearing of lesson materials/equipment.
RESPONSIBLE TO:	Head of Art, and through them the Headteacher

DUTIES & RESPONSIBILITIES:

- To provide assistance to departmental staff and students.
- To prepare and clear up resources required for lessons.
- Firing of ceramics and loading/unloading of the kiln.
- Take a lead role with display work, particularly in the hanging and organising of exam work for assessment.
- To maintain appropriate stocks for the department in liaison with the Head of Department.
- To undertake photocopying, scanning etc. as required.
- To use IT equipment for retrieving information/resources.
- To liaise with other departments regarding additional/specialist equipment.

General:

- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.