

JOB DESCRIPTION

Job Title:	Part Time Art Technician
Responsible to:	The Director of Art
Hours:	35 per week in term time plus 25 hours during the holidays (days/times to be agreed with Director of Art)
Salary:	£16,000 - £17,000 pa (dependent on experience)

Job Role:

This appointment is a technical position supporting the Director of Art and art teachers with the smooth running of the department. The incumbent will be required to work closely with the teaching staff and to maintain stock levels of goods and equipment.

Main duties and responsibilities:

- To carry out daily maintenance duties as specified by the Director of Art
- To ensure equipment, materials, facilities and services in the classrooms are in good condition
- To manage the storage of materials, equipment and artwork efficiently
- To prepare specialist materials and equipment for use in lessons
- To provide technical assistance to pupils during lessons and private study sessions
- To assist with reprographics
- To provide technical support to staff and pupils for ceramics and to assist with firing and glazing
- To assist with art departmental displays and the preparation, mounting and installation of artwork around the School
- To maintain displays around the School
- Liaise with cleaners and maintenance staff
- To undertake any other reasonable duties as required

Administration:

- To be responsible for all ordering under the guidance of the Director of Art
- To check incoming deliveries, to unpack and distribute as necessary
- To issue materials as required
- To inventory departmental resources

Qualifications and skills

- Art based training would be beneficial but not essential
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels
- Basic computer skills in Word and Excel will be expected, and some experience with Photoshop would be an advantage

Hours of work

- 8:30am to 4:00pm during term time (34 weeks per year), with a half hour unpaid break. However some flexibility is possible
- Days per Week: Monday to Friday during school term time
- An additional 25 hours per year to be completed during holiday time to be agreed with the Director of Art

The duties and responsibilities outlined above are not exhaustive and may be varied after consultation with the post holder.

All offers are subject to receipt of satisfactory references and a clear DBS check.

Three months probationary period.

Admission to the School's Pension Scheme, following probation.

The School is a non-smoking environment with the exception of a designated area.

www.aldenham.com for more information about the school