

University College School

Frognal

Hampstead

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UCS
HAMPSTEAD



JOB DESCRIPTION

1 JOB DETAILS

Job Title: Art and Design Technician

35 hours per week. Term time only (34 weeks per years) plus 20 days

Location: Frognal, Hampstead, London, NW3 6XH

2 JOB PURPOSE

To support and assist the teaching activities of the Art and Design Department.

3 DIMENSIONS

The Technician position reports to the Head of Department with the Chief Operating Officer having overall responsibility for all support staff.

The position requires a strong working relationship with both the teachers and pupils within the department.

4 KEY RESULT AREAS

The Responsibilities of the Art Technician

The successful candidate will provide support to teachers and students in all areas of Art & Design. The Art Technician role is a varied and exciting one and is vital for the smooth running of the Art department. As the job involves working closely with the 4 Art teachers and another Art Technician as well as everyday contact with Art students. In particular the role-holder will:

- Organise materials and resources through regular stock taking, liaising with teaching staff over requirements, ordering from suppliers and taking delivery of items on their arrival.
- Maintain the studios, ensuring they are appropriately set up and that equipment and materials are in good order. This will include general tidying and replenishment.
- Support teachers with any necessary equipment, materials or technical support as requested both in lessons and in planning activities.
- Be aware of the yearly art department schedule and activities and forward-plan in terms of technician jobs and material requirements.
- Check and file invoices, maintain a spreadsheet on departmental spending, administer the petty cash and liaise with the Bursary as necessary.
- Carry out ad hoc financial tasks such as paying the life model, selling canvases to students, fee reimbursements and the administration of the departmental credit card.
- Be responsible for general administration within the department including updating documents, photocopying, liaising with other areas of the School regarding the Summer Show and Art Scholarship and preparing materials for cover lessons.
- Mount, frame, prepare and hang artwork for displays around the School.
- Make plinths and provide general technical help, including moving and installing artworks for the Summer Show and other art exhibitions.
- Be responsible for the storage of artwork (at GCSE, AS and A level), keeping a record of work handed in and organising its return following assessment.
- Carry out technical duties including recycling clay, mixing glazes, firing and maintaining the kiln, mixing chemicals for darkroom photography, basic carpentry, making armatures for 3D work, Vinyl cutting, laser cutting and providing technical advice to staff and students on production and processes (some of these skills can be learned on the job if not already known).
- Maintain and catalogue the Art library books and laminate and catalogue visual resources.
- Ensure the security of the Art department's equipment and resources.
- Maintain the printer and photocopier ensuring both have sufficient paper, toner etc.
- Liaise with IT over issues in the digital art room and the printers.

- Be responsible for the security and maintenance of cameras, ensuring they are properly charged and a log is kept when they are borrowed by pupils or staff.
- Maintain the department risk assessment and COSHH certificates.
- Be aware of the School's and department's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.
- Work additional days as pre-requested by the head of department that will annually include two days in Easter and the May Half-term weekdays.

The Candidate

The table below sets out the experience, skills and qualities required for this role.

Education	Good numeracy and literacy. A keen interest in art is essential. An art qualification is desirable. Applicants may be art specialists or they may administrators with some art skills.
Experience	Applicants should have some experience of one or more of the following Fine Art materials and processes; drawing and painting, printmaking, photographic dark room processes, digital photography and film, carpentry, ceramics, other sculptural processes and textiles. Experience of having worked as an Art Technician and knowledge of an art studio is desirable.
ICT	Good knowledge of administrative ICT - can use e-mail and internet browser, able to use Word, Excel, Powerpoint to an intermediate level
Physical Attributes	A basic level of fitness allowing the person to move around freely throughout much of their work.

CPD	Willingness to learn new skills and develop
Managing Relationships	Ability to assist and work well with colleagues. The successful applicant will enjoy being part of a team and fulfilling a vital role at the heart of the Art Department. The ability to work calmly under pressure and maintain a sense of humour is key.
Ability to work with Children	Ability to regularly coach and advise children.
1:1 Oral Communication Skills	Ability to communicate professionally in spoken English
Group Oral Communication Skills	Ability to communicate basic information to a group of people.
Written Communication Skills	Ability to draft basic e-mails, letters etc
Organisational Skills	Ability to follow general instructions (working closely with a manager/supervisor) and able to organise prioritise work on a day-to-day basis. Strong organisational and administrative skills are essential. The role holder will be able to forward-plan and pre-empt the needs of the department.
Time keeping & Flexibility	Ability to be punctual and reliable.
Attention to detail	Ability to identify problems with your own immediate work, including the accuracy of written and/or numerical data and to correct or report these issues to others.

Enthusiasm/Motivation	Enthusiastic and self-motivated, actively seeking to further the school's best interests. Ability to work independently.
Awareness of whole-School Activity	Awareness of activities taking place within the Department.
Confidentiality & Discretion	An awareness that the role holder's position may from time-to-time give them access to information which cannot be shared externally.
Analytical/Judgement skills	Ability to analyse data or use own judgement to determine the correct course of action.
Problem Solving Skills	Ability to solve problems that may significantly impact on others.
Budget Management	Ability to record and review a budget.

UCS is committed to the safeguarding and the welfare of children; the successful applicant will be required to undertake an Enhanced Disclosure and Barring Service check.