University College School 

Frognal

Hampstead

LONDON NW3 6XH

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**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
Salary: £27,900.00

 **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 department is a thriving and busy community of pupils and teachers. The position requires a strong working relationship with both the teachers and pupils.

 **4 KEY RESULT AREAS**

The Responsibilities of the Art Technician

The successful candidate will provide support to teachers and pupils in all areas of Art. 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 pupils.

In particular the role-holder will:

* 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 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.
* Organise materials and resources through regular stock taking, liaising with teaching staff over requirements, ordering from suppliers and taking delivery of items;
* Be aware of the yearly art department schedule and activities and forward-plan in terms of technician jobs and material requirements;
* Carry out ad hoc financial tasks such as paying the life model.Check and file invoices, maintain a spreadsheet on departmental spending and liaise with the Bursary as necessary;
* Mount, frame, prepare and install artwork for displays around the School at at department exhibitions and shows;
* Be responsible for the storage of artwork (at GCSE 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 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 and follow 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.

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| --- | --- |
| **Education**  | Good numeracy and literacy. A keen interest in Art and education is essential. An art qualification is desirable. Applicants may be art specialists or they may be 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.  |
| **Managing Relationships**  | Able to assist and work well with colleagues. The successful applicant will enjoy being part of an enthusiastic and engaged 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.  |
| **ICT**  | Good knowledge of administrative ICT - can use e-mail and internet browser, able to use Word, Excel, Powerpoint to an intermediate level  |
| **CPD**  | Willing to learn new skills and develop skills and knowledge  |
| **Physical Attributes**  | A basic level of fitness allowing the person to move around freely throughout much of their work.  |
| **Ability to work with Children** | Able to regularly coach and advise children.  |
| **1:1 Communication Skills** | Able to communicate professionally in spoken and written English  |
| **Organisational Skills**  | Strong organisational and administrative skills are essential. The successful applicant will be able to forward-plan and pre-empt the needs of the department.  |
| **Time keeping &** **Flexibility** | The successful candidate will be punctual and reliable.  |
| **Attention to detail**  | Able 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.  |
| **Confidentiality &** **Discretion** | Demonstrate 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** | Able to analyse data or use own judgement to determine the correct course of action.  |
| **Problem Solving Skills**  | Able to solve problems that may impact others.  |
| **Budget Management**  | Able 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.