**Art Technician**

**GRADE: BP2**

**RESPONSIBLE TO:** Head of Art

**PATTERN:** Full time

**CONTRACT:** Permanent, term time + INSET

**Key Purpose**

This position involves preparing materials and equipment for classes, assisting students and teachers, managing art supplies, and ensuring a safe and organised environment for creative activities.

**The role will be but not limited to the following responsibilities:**

1. To provide an efficient and effective support service in accordance with the Academy’s objectives, policies and procedures.
2. To be responsible for ensuring that materials and equipment are prepared for class use, i.e. paints, paper, objects etc.
3. To assist with the storage of students’ projects, either part-finished or complete.
4. To assist in the preparation of worksheets and examinations and ensure adequate stocks of photocopied sheets are available.
5. To work alongside students and assist them in their work as directed by the Head of Department.
6. To be responsible for putting up and moving displays of students’ work in the art rooms and around school.
7. To mount work for display purposes.
8. To carry out reprographic tasks - Including binding, scanning, copying, printing and formatting.
9. To carry out routine stock checks and ordering of equipment as required.
10. Carry out routine safety checks on equipment to ensure a safe working environment.
11. To maintain an awareness of matters affecting the department and undertake appropriate training as required.
12. To mix photographic chemicals as necessary.
13. To utilise knowledge of photography, photographic techniques and Photoshop.
14. To have full regard for the Academy’s Health and Safety Policy.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.*

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.