**Bartholomew School**

**Art Technician Job Description**

**Weeks per year**: Term-time only (38 weeks plus all training days).

**Brief Description**

There are two large studios, one of which was refurbished in 2010, for 2 Dimensional work and a 3D studio for Ceramics work. We have facilities for painting, drawing, mono/lino printing, screen printing, ceramics, textiles, ICT and a dark room for photography.

**Art Technician Tasks & Responsibilities**

The regular responsibilities of the post holder will include preparation of equipment and materials for lessons as well as:

* Checking and maintaining the 2D and 3D materials/equipment
* Mounting displays and exhibition work
* Loading kiln and glazing
* Stock taking and ordering supplies
* Health & Safety – Risk Assessment & COSHH
* Administration of inventories, risk assessments
* Maintenance and review of current systems as necessary
* Photographing work

It is likely that jobs will vary throughout the year and in addition to regular responsibilities, the post holder will be involved in other larger departmental projects and help mount the annual Art and D&T Show.

**Safeguarding Responsibilities**

The post holder is responsible for safeguarding children and promoting the welfare of children at all times.

**Person Specification**

* Background in Art desirable
* Creative
* Organised
* The ability to work independently & show initiative
* Set up & run systems
* Ability to work as part of a team
* Willingness to play an active role in the life of the school

**Other Duties**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed.