



Our Lady and St Patrick's College, Knock

Art Technician

Personnel Specification

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references and certificates.

QUALIFICATIONS AND TRAINING

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Applicants must possess 5 GCSEs, including English Language and Mathematics Sound knowledge of Art and Design 	<ul style="list-style-type: none"> 2 A Levels including A Level Art Degree or equivalent in Art/Design or similar First Aid Qualification

EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Experience of working in a busy environment and the ability to respond positively to high work demands and at times, high pressure ICT Skills Interest and commitment to working alongside and supporting pupils 	<ul style="list-style-type: none"> 2 years or more relevant experience working with young people Previous experience of providing technical and general support within an Art Department Knowledge of SIMS

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Ability to work with a high degree of precision and accuracy A working knowledge of relevant health and safety legislation in relation to risk assessment Excellent planning and organisational skills, with meticulous attention to detail 	<ul style="list-style-type: none"> Specialist knowledge of Art and Design. Actively engaged in your own discipline in Art and Design Ability to contribute to the wider life of the department

PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> An excellent personal and professional role model who supports the College ethos Child-centred approach A strong sense of integrity and confidentiality Good interpersonal skills Energetic, innovative, resilient and positive Proactive and a high degree of initiative 	<ul style="list-style-type: none"> Willingness to participate in the College's extra-curricular activities Co-operative and approachable Empathetic and enthusiastic



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Job Description

<p>1. Job Title: Term Time Permanent Art Technician (40 weeks)</p>
<p>2. Hours/Salary:</p> <ul style="list-style-type: none">• 20 hours per week – 10.00am to 2.00pm Monday - Friday.• £21,575 - £21,968 pro-rata (salary scale based on full time hours - Point 5-6, NJC).
<p>3. Reporting Relationships/Line Managers: The post holder reports to the:</p> <ul style="list-style-type: none">• Head of Art.• College Business Manager.
<p>4. General Duties:</p> <p>4.1 To provide support to teachers and students in the Art Department.</p> <p>4.2 To ensure that all the Art department's work and store areas are safe, maintaining all tools and equipment and ensuring everything is labelled and stored in a sensible manner.</p> <p>4.3 To assist in the setting up and operation of machinery and equipment as well as clearing away equipment and maintaining a tidy working environment.</p> <p>4.4 Work with a variety of materials and equipment including textiles, inks, ceramics, plaster, cameras and kilns.</p> <p>4.5 To prepare materials in advance of lessons and for student projects.</p> <p>4.6 To provide technical assistance to students during lessons and study sessions.</p> <p>4.7 To supervise students when using machinery/tools/materials under the direction of teaching staff.</p> <p>4.8 To assist with the organisation of displays.</p> <p>4.9 To operate and assist with the maintenance of the school kiln as and when needed.</p> <p>4.10 To send of equipment/materials for repair when necessary.</p> <p>4.11 To ensure that all health and safety documentation is visible and up to date for each item of potentially dangerous equipment within the department.</p> <p>4.12 To promote and operate a healthy and safe working environment in accordance with Health and Safety regulations, including Risk Assessments where appropriate and to ensure that agreed College policies are adhered to.</p> <p>4.13 Report any faults immediately to the Head of Art/ College Business Manager/ Facilities Manager.</p> <p>4.14 To obtain prices and quotations for all materials and equipment as per procurement guidelines.</p> <p>4.15 To ensure correct delivery of all orders checking condition and quantity of goods and safely storing all goods received.</p> <p>4.16 To maintain an inventory of equipment and materials for the Art department as well as an annual stock take.</p> <p>4.17 Manage sale of materials available to students.</p> <p>4.18 Booking IT facilities as required.</p> <p>4.19 To undertake word processing and spreadsheet duties as required by Head of Art.</p> <p>4.20 To undertake reprographic duties as required.</p> <p>4.21 To carry out, as required by the Head of Art/College Business Manager, any other relevant duties.</p>