



Job Description

Job Title:	Art Technician
Department:	Art
Responsible to:	Head of Art
Last reviewed:	September 2023

Job Outline

The Art Technician will provide wide-ranging and flexible support to the Art department to enable the teaching staff to provide the highest quality of art teaching in a safe and secure environment.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

Studio Management:

- Organisation of the art studios (maintaining stock of materials and equipment).
- Preparing equipment for lessons and projects as directed by members of the department.
- Storing work in progress and archived work.
- Advising pupils and providing technical support.

Material Procurement and Inventory Management:

- Collaborate with members of the art school to determine material needs for various projects and classes.
- Research and source art materials, supplies, and equipment, ensuring timely and cost-effective procurement.
- Maintain a well-organised inventory system, tracking stock levels, and anticipating reordering requirements.
- Monitor budget allocation for materials and supplies.

Exhibition Setup and Support:

- Assist in the setup and installation of exhibitions, ensuring artworks are properly displayed, lit, and labelled.
- Liaise with the Estates team regarding exhibition set up and transport of artwork and exhibition panels.
- Troubleshoot any technical issues related to exhibition installations.
- Mount and maintain pupil artwork displayed around the school, keeping track of where artwork is displayed.

Ceramics Studio Management:

- Oversee the organisation and maintenance of ceramics studio materials, equipment, and tools.
- Manage kiln firing schedules, ensuring accurate temperature settings and safe operating procedures.
- Preparation of materials and equipment for ceramic work, including loading and unloading the kiln.
- Recycle used clay and maintain glazes.

Studio Safety and Maintenance:

- Enforce safety protocols and guidelines within the studio and exhibition spaces, promoting a secure and productive environment.
- Regularly inspect equipment and tools for functionality and safety, arranging for repairs or replacements as needed.
- Maintaining the COSHH folder, ensuring the risk assessments are up to date and advising staff on use of hazardous materials.
- Maintaining the studios/ equipment, reporting any faults and required replacements.
- Organising servicing of the kiln, printing presses and sewing machines.
- Preparing and maintaining screen printing equipment.

Documentation, communication and administration:

- Document artwork placements keeping an up-to-date spreadsheet of where pupil artwork is located.
- Create informational materials or guides related to material usage, studio procedures, and safety protocols.
- Assisting with the organisation of art trips.
- Liaise with cleaning, catering and maintenance staff to ensure the studios are maintained and events run smoothly.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Art Technician Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE or equivalent)	✓	
Educated to A Level standard or equivalent and above		✓
Knowledge, Skills and Experience		
Have strong interest in the areas of Art and Design/Fine Art	✓	
Have experience of setting up Art/Design workspaces as appropriate to the activities/work being undertaken.		✓
Have experience with ceramics	✓	
Have a good sense of health and safety: maintaining safe, clean Art/Design related workspaces.		✓
Be pro-active and diligent when it comes to maintaining equipment and ensure appropriate resourcing for the activities/work being undertaken.	✓	
Have an aptitude for technical tasks and light manual work.	✓	
Be prepared to develop their own practical skills and enjoy the creative process.	✓	
Be a strong team player, keen to work with staff and assist both them and students, contributing to the good practice of the department.	✓	
Have previous experience of working in a school or college in a similar or related role.		✓
Have experience in any design related fields.		✓
Personal Attributes		
Ability to communicate effectively with people at all levels in an organisation; ability to relate to young people	✓	
Self-motivated	✓	
Conscientious, trustworthy and reliable	✓	
Willingness to work flexibly when required, with an ability to adapt to the needs of the role	✓	