



Job Description – Art and Cookery Technician

Aim: To provide support to the Art and Cookery teachers and pupils to assist the smooth running of the Department. To provide preparation of lessons and technical support during lessons to enable more technically challenging work to be achieved.

Hours: Monday to Friday during term time.
Monday 10.25am – 7.05pm
Tuesday 8.30am – 4.30pm
Wednesday 8.30am – 4.50pm
Thursday 8.30am – 4.30pm
Friday 8.30am – 6.30pm

Line Manager: Head of Art

Location: Art Department/Cookery Department

Main Duties and Responsibilities

- To assist with the running of the Art and Cookery Departments, ensuring that preparation is undertaken for all lessons, rooms are checked as requested by staff and rooms are prepared ready for lessons throughout the day.
- To order and prepare all teaching materials required for project and examination work and other materials that may be required from time to time.
- To ensure continuing supplies of materials and equipment are held within the departments at any given time and monitor stocks held.
- To unpack deliveries and maintain order in the store cupboards.
- To assist in maintaining a safe environment in the Art and Cookery classrooms and to liaise with the Head of Art with regards to any concerns.
- To assist staff and students with work, including photocopying and arranging displays.
- To provide technical advice to students as applicable.
- To assist with displays in the Art Department and other areas within the school as need.
- To assist with putting up exhibitions and mounting work for exhibitions to a high standard.
- Lifting heavy objects and working at height is required.
- Any other duties required for the smooth running of the Art and Cookery Departments and associated areas.

Person specification

1. Specialist Skills and Experience

An interest in art and design is essential

Previous experience working with young people is desirable

Excellent IT skills are essential

Experience with digital imaging is desirable

2. Team working

Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction, and positive support with team workload.

3. Using initiative

Ability to work unsupervised and to take responsibility for your own actions with a good attention to detail. To be a “starter/finisher”, and to be proactive in seeking solutions to enable conclusion of tasks.

4. Customer Focus

Able to build rapport easily, put the customer first and work hard to meet their needs.

5. Communication

Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience. To be proactive in advising colleagues of the status of tasks, and due key information. Able to maintain confidentiality.

6. Organisation

Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.

7. Flexibility

Successfully adapts to changing demands and conditions.

8. Special conditions

The post is conditional to an enhance DBS check.

This Job Description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Officer or to the Headmistress.

The School values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.