

Role Profile

General Information	
Job Title:	Art Technician
Department:	Art
Location:	St Faith's School
Job Purpose:	The post-holder will provide practical, technical and organisational support within the Art Department. This is a highly practical, hands-on role requiring creativity, flexibility and strong organisational skills. The successful candidate will help to ensure that lessons are well-resourced, safe, and inspiring, enabling pupils to engage fully in creative and technical work. As with all staff, the post-holder is expected to uphold high professional standards, support pupils' development, and contribute positively to the life of the school. All staff are expected to uphold the good name of St Faith's and maintain the high standards associated with a leading independent school. (This expectation is consistent with technician roles across the school.)
Reporting Line:	Head of Art
Working Hours:	0800-1600, term time
Salary:	£21,995 (£27,896 FTE)

Role Profile
Core Responsibilities • Provide practical and technical support for teaching and learning activities • Prepare, set up and clear away materials, tools and equipment for lessons • Maintain an organised, safe, and efficient working environment • Support pupils, where appropriate, in the safe use of tools, materials and equipment • Monitor and manage stock levels; place orders in consultation with Head of Department • Ensure compliance with health and safety requirements, including risk assessments • Maintain equipment, arrange repairs, and ensure safe storage • Support displays of pupils' work across the school • Contribute to the smooth running of departmental and co-curricular activities Art Technician Responsibilities • Prepare a wide range of art materials (e.g. paints, inks, clay, textiles, mixed media) • Support the delivery of projects across drawing, painting, sculpture, ceramics and design • Assist in kiln operation (if trained) and management of firing schedules • Maintain and organise the art studio, prep areas and storage spaces • Support mounting, framing and presentation of pupils' work for displays and exhibitions • Assist with preparation for school events (e.g. exhibitions, open mornings) • Manage safe storage and use of specialist materials • Support sustainability initiatives through recycling and material reuse where possible

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, St Faith's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT A/I
Skills and Experience			
Practical skills and confidence working with tools, materials or equipment		✓	A/I
Strong organisational skills and attention to detail		✓	A/I
Ability to manage time effectively and prioritise tasks		✓	A/I
Enthusiasm for working in a creative and educational environment		✓	A/I
Good communication skills and ability to work as part of a team		✓	A/I
Commitment to promoting high standards of safety and professionalism		✓	
Experience working in an art, design, or workshop environment	✓		A/I
Knowledge of a range of art materials and techniques	✓		A/I
Experience in a school or educational setting	✓		A/I
Interest in supporting creative and technical learning in young people	✓		A/I
Safeguarding and Professional Responsibilities			
Promote and safeguard the welfare of children and young people		✓	A/I
Adhere to the school's safeguarding, child protection and health and safety policies		✓	A/I
Maintain appropriate professional boundaries and confidentiality at all times		✓	A/I
Support pupils in meeting high standards of behaviour, effort and engagement		✓	A/I
Contribute to the positive ethos and wider life of the school		✓	A/I

Additional Notes

- Flexibility may be required at key points in the school calendar (e.g. exhibitions, events such as Drama Productions.)
- Training will be provided for specific equipment where required
- The candidate will be required to support the provision of school productions where appropriate, including the creation of props, as well as the design and construction of sets and scenic backdrops. They will be responsible for using resources effectively, meeting deadlines, and working closely with the Head of Drama to realise the creative vision.

***Method of Assessment:**

A – Application; I – Interview. Applications will be assessed against the Person Specification using these criteria.