



Job Profile

Art and Design Technician

Date: January 2022

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 150 pupils in Year, with potential to increase to 180 as the school expands. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To support the Art and Design curriculums by providing an efficient, effective technician service for the department.
- To be responsible for the procurement and maintenance of materials and equipment related to the Art and Design curriculum (which encompasses both Art and Design and Art Textiles) under the direction of the Curriculum Team Leader for Art and Design
- To carry out regular hazard checks and ensure compliance with all relevant health and safety regulations.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

Accountable to:

- Curriculum Team Leader for Art and Design

Key Tasks:

Management of Facilities and Equipment

- To operate systems for the organisation and administration of technical and art services.
- To participate in all the necessary arrangements to deliver Art and Design practical work to meet both teaching and learning needs.
- To prepare and set up equipment and materials for use in lessons, examinations and other settings, clearing away as required.
- To set up demonstrations within the classroom, retrieving and clearing away equipment and materials after use.
- To provide support in lessons as required, assisting pupils and teaching staff e.g. supporting the production of Art and Design experiments such as screen printing with both Art and Textiles GCSE or A Level students
- To pre-test demonstrations to ensure suitability and safety, as required.
- To check and maintain the machinery in both departments e.g. sewing machines, exposure unit etc.
- To maintain the highest levels of cleanliness within workshops, classrooms and stores.

- To organise the storage and distribution of equipment and materials, having regard to Health and Safety recommendations and regulations.
- To assist in the organisation and mounting of displays of pupils' work and other materials and in other areas of the school or elsewhere, as required.
- To help prepare for department events such as exhibitions etc.

Administration

- To place and progress orders, ensuring that expenditure is in accordance with the Art and Design Department budgets.
- To establish and operate a system of stock control, including co-ordinating departmental orders, receiving deliveries, implementing appropriate storage systems, and maintaining stock levels and stock records.
- To carry out regular hazard checks, keeping records of such, reporting to the Curriculum Team Leader for the Art and Design department and informing staff as necessary.

Personnel and Other Services

- To provide appropriate support for other staff as required.
- To help maintain a good working atmosphere where work is completed correctly and promptly.
- To be flexible in responding to the needs of the Art and Design Department as required

Saint Cecilia's Church of England School
 Sutherland Grove, London SW18 5JR
 info@saintcecilias.london
 020 8780 1244
 www.saintcecilias.london