



Job Description	
Job Title	Art & Design Technician
Salary/Grade	NLW
School Name	The Royal School
Location	Penn Rd, Wolverhampton WV3 0EG
Reporting to	Principal, Subject Leader Art and Creative subjects, Head of Design Technology
Responsible for	Technical in class support and responsibility for the management of the Art and Design area ensuring health & safety regulations are adhered to.
Purpose of the post	
<ul style="list-style-type: none"> • To maintain high quality technician services primarily to Art and Design. • To work alongside and support students and teachers in these curriculum areas to enhance the quality of teaching and learning. • To support the Head of Art & Design with the smooth running of the department. The incumbent is required to work closely with the teaching staff to maintain stock levels of goods and equipment and monitoring Health and Safety procedures. <p>The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.</p>	
Reporting to	
<ul style="list-style-type: none"> • Principal • Subject Leader Art and Design 	

Principal School Accountabilities

- To observe all school policies, procedures and working practices
- To strive towards continuous improvement and to foster an enterprising culture
- Ensure the implementation of the school's Equality Policy

Duties and responsibilities attached to this post are as follows:

- To carry out daily maintenance duties as specified by the Head of Art & Design
- To support teachers in practical lessons to enhance the quality of Teaching and Learning.
- To maintain equipment, materials, facilities and services in the Art department in good condition
- To manage the storage of materials, equipment and artwork efficiently and in good order.
- To monitor stock control and order stock in collaboration with the Head of Art. Monitor the budget and maintain a suppliers database to ensure products are value for money.
- To prepare specialist materials and equipment for use in lessons and assist with the packing away of these where necessary.
- To document pupils work
- To provide technical assistance to pupils during lessons and private study sessions
- To assist with reprographics and ICT administration
- To be responsible for Art departmental displays and the preparation, mounting and installation of artwork around the School
- To be responsible to the Head of Art & Design for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Director

Safeguarding Duties

- To be aware of and comply with policies and procedures relating to; child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

Health and Safety - This will include, but is not limited to:

- a) Liaising with Managers to ensure that all Health and Safety management systems, processes and practices are consistent
- b) Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner
- c) Working with Managers to ensure the school's responsibilities in relation to maintaining health & safety statutory documentation is met
- d) To review and develop existing and new policies in line with statutory requirements and managing any necessary consultation process

Risk Management

e) Responsibility for contributing to the school risk register

Safe Working Practices for Adults working with Children- It is the responsibility of each employee to carry out their duties in line with school's ethos and culture of safe working practices and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations and maintain awareness of school policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department.

Health and Safety - The post holder must at all times carry out his/her responsibilities with due regard to school policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Developed By:	J Lawrence	Date:	07 October 2020
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