

# FURNESS ACADEMY

## JOB DESCRIPTION/ PERSON SPECIFICATION

<b>Position</b>	<b>Art Technician</b>
<b>Responsible to</b>	<b>Subject Teacher and/or Head of Art</b>
<b>Responsible for</b>	<b>N/A</b>

<b>Job Description</b>	
<b>Core Purpose</b>	<ul style="list-style-type: none"> <li>▪ To support the use of practical art resources and facilities to deliver the needs of the curriculum.</li> </ul>
<b>Key Areas of Responsibilities and Accountability include:</b>	
<b>Core Duties:</b>	
<ol style="list-style-type: none"> <li>1. Co-ordinate the use of practical art resources and facilities to ensure that the varied needs of the students are met.</li> <li>2. Contribute to the assessment, monitoring and review of both health and safety procedures and make sure materials (including hazardous substances) are used safely and disposed of appropriately in order to maintain a healthy and safe working environment.</li> <li>3. Support the design, development and maintenance of specialist resources and contribute to long-term projects to ensure that the widest Art curriculum possible can be offered to students.</li> <li>4. Help to maintain up to date records of stocks.</li> <li>5. Ensure that both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to.</li> <li>6. Ensure the maintenance of a clean and orderly working environment.</li> <li>7. Undertake simple repairs as directed and report other damage to site staff.</li> <li>8. Provide clerical/administrative support, e.g. photocopying, printing and display work</li> </ol>	
<b>Other:</b>	
<ol style="list-style-type: none"> <li>1. Attend staff meetings as required.</li> <li>2. To participate in a personal staff development/appraisal process in accordance with Academy policy</li> <li>3. Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post.</li> </ol>	

<b>Person Specification</b>	
<b>Qualifications and Professional Development</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• No qualifications required</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ GCSEs or equivalent</li> <li>▪ First Aid qualification</li> </ul>
<b>Knowledge, Skills and Competences</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ An understanding of Health &amp; Safety procedures</li> <li>▪ Ability to operate basic technology (DVD player, photocopier etc.)</li> <li>▪ Reasonable literacy and numeracy skills</li> <li>▪ Good verbal communication skills</li> <li>▪ Ability to interact with students</li> <li>▪ Good attention to detail / neat practical skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Basic ICT skills</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ No previous experience required</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Previous experience of working in a similar role</li> </ul>