

Hadrian Learning Trust

JOB DESCRIPTION

Post Title:	Art Technician	Director/Service/Sector:	Children's Services
Band:	2	Workplace:	HMS and QEHS Part of HLT
Responsible to:	Senior Teaching Staff	Date:	November 2023
Job Description Ref:	SG12		
Resources	Staff	Not Applicable	
	Finance	Dealings with minor cash transactions and petty cash.	
	Physical	Shared responsibility for equipment and materials.	
	Clients	Relevant school pupils.	

Duties and key result areas:

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Support for Pupils

Support pupils in accessing learning activities as directed by the teacher

Support for the teacher

1. Ensure the maintenance of a clean and orderly working environment
2. Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
3. Undertake basic record keeping as directed
4. Assist the teacher with learning activities ensuring health and safety and the good behaviour of pupils
5. Provide clerical and admin support

Support for the Curriculum

1. Ensure the orderly storage of equipment and materials
2. Maintenance of every-day equipment ensuring that safety and quality
3. Undertake simple repairs and report other damage
4. Operate every day equipment in accordance with instruction and necessary training

Support for the school

1. Be aware of, and comply with, the following policies:
 - a. Child Protection
 - b. Health and safety
 - c. Confidentiality

d. Data protection

2. Support school policies with regard to equal opportunities assisting the school in ensuring that all pupils have equal access to learn and develop
3. Contribute to the overall ethos of the school
4. Attend relevant meetings as required
5. Participate in training and other personal development activities
6. Assist with the supervision of pupils out of lesson times e.g. clubs, extra curricular activities
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Normal work patterns
Working conditions:	Working within the Art Department.

PERSON SPECIFICATION

Essential	Desirable	Assess by
Knowledge and Qualifications		
Good numeracy and literacy skills. Basic knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	NVQ2 numeracy and literacy or equivalent qualifications.	
Experience		
General technical/resource support. Use of ICT to support learning – computer, video, photocopier.	Experience of providing support within and educational establishment.	
Skills and competencies		
Ability to use relevant technology. Ability to relate well to children and adults. Basic first aid knowledge as appropriate.	Understanding of relevant legislation/codes of practice relating to child protection.	



Physical, mental and emotional demands		
Other		
Willingness to participate in training and personal development.	Driving Licence.	