

Great Marlow School

Job Description: Art and Design department technician

Main purpose: To provide technical and administrative assistance to the staff and subject lead in a successful and creative subject area, to ensure the smooth running of the department.

Line Managers: Head of Art and Design

This job description is not a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with post holder.

Stock and Resources

- Monitor stock and order supplies in consultation with the Head of Department (HoD).
- Monitor the department budget in consultation with the HoD, and to liaise with the Finance department as necessary.
- Assist in the production of learning resources, ensuring classrooms are prepared and equipped for lessons as required.
- Support with resources and processes during practical lessons where necessary.
- Tend to plants and living resources in the department.

Organisation and upkeep of the department

- Maintain storage rooms and collaborative working spaces to ensure a clean, safe and orderly environment.
- Safely organize the secure storage of students' coursework and artistic outcomes.
- To be familiar with and adhere to Great Marlow's health and safety policy and the policy operating within the department, reporting any Health and Safety (H&S) concerns or equipment damage to the HoD and Site Manager.
- Carry out and record annual H&S checks.
- To carry out general repairs where possible in collaboration with the Facilities Team.

School-wide promotion and display

- Assist in the promotion of the department through visual display, The Voice (the school newsletter) and the school website.
- Display students' work both within the department, and school wide.
- Provide assistance with organising department events including open evenings and exhibitions.

General administration

- Assist in planning for departmental trips.
- Assist with the use of ICT within the department.
- Carry out photocopying as required.
- Undertake any further duties reasonably requested by the Headteacher or his/her representatives.