JOB TITLE:	**Art & Photography Technician**
PURPOSE:	To provide technical and practical classroom support to the Design & Creation Faculty – focusing on the Art and Photography Teams • To be responsible for the day-to-day provision of a technician service. • To follow the scheduled order of work in order to support the Art and Photography curriculum. • To assist, if required, in the provision of technician support elsewhere within the school •
LOCATION:	Eltham Hill
SALARY SCALE:	Scale 3
HOURS:	35 hours per week, between 8 am to 4 pm (TTO)
REPORTING TO:	Design and Creation Faculty

MAIN RESPONSIBILITIES:

To assist the Curriculum Leader for Design & Creation and classroom teachers to carry out their responsibilities and in particular in the following areas:

General Responsibilities

To prepare a range of materials for teaching purposes, e.g. paper, card, paint, pencils, textiles, specialist equipment to a planned programme of requirements via Lab Logger. This will include the preparation of both class sets of materials and the preparation of individual resources and materials for groups involved in project work

To prepare, set up and check resources, equipment and apparatus required for teaching purposes

To issue resources, equipment, tools, components and materials to teaching staff and pupils and maintain appropriate records.

To be familiar with cameras and other photography equipment and be able to set up and use photography equipment and associated software. (Training would be provided).

To carry out the general maintenance of the Design and Creation Faculty art and photography areas and facilities including general tidiness.

To maintain satisfactory standards of safety and security in respect of the technician service to the department.

To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. To have due regard to the relevant provisions of current Health and Safety at work legislation. This includes the Control of Substances Hazardous to Health (COSHH)

Regulations.

To ensure the safe disposal of waste.

Curriculum

To provide technical advice and assistance to teaching staff and pupils, including supporting in lessons when required.

To work with small groups of students on curriculum projects.

To assist with the organisation of trips and support staff and students on educational trips.

To attend departmental meetings and other staff development activities as appropriate

To meet the technical requirements of school/public examinations/assessments including the supply and preparation of materials and the construction of specialist items.

To develop, advise and create displays from verbal instruction, sketches or drawings.

Stock and Equipment

To check and maintain equipment, tools, components, teaching aids and accessories, including:

- determining maintenance schedules
- arranging for necessary maintenance
- keeping appropriate records.

To order materials and equipment and operate and review systems of stock control including:

- Participating in the selection of resources and new items of equipment, recommending specifications where appropriate.
- Investigating sources of supply where necessary.
- Setting up and maintaining a bank of purchasing information.
- Coordinating departmental orders
- Receiving deliveries and certifying invoices for payment.
- Maintaining stock levels and stock records including stock books

Core Standards

Support students development

Liaise with parents, carers and families

Commitment and contribution to improving standards for students.

Share the school's commitment to safeguarding and promoting the welfare of all students.

Contribute to positive relationships and provide effective support for your colleagues

At all times, operate within the school's Equalities policies

Monitor and maintain school resources

Follow Health and Safety requirements and initiatives as directed Ensure compliance with Data Protection legislation Contribute to the maintenance of a caring and stimulating environment for young people To attend all staff meetings & relevant CDP training Adhere to professional business standards of dress, courtesy and efficiency. To pursue 'excellence, happiness and success', in line with the ethos of the school. To undertake any reasonable activity as directed by the Principal that is not specified in this job description			
Approved By:	Headteacher	Date:	July 2025

PERSON SPECIFICATION FOR POST: TECHNICIAN

Attributes	Criteria
Qualifications & Training Desirable	• Level 2 in English and Maths or equivalent • BA (Hons) or above Fine Art/ Photography
Experience	• Experience of working within Design & Creation • Experience of working in a Supportive role in a school setting
Knowledge and Skills Essential	• Art and Photography Skills • Skilled in use of some specific equipment/resources. • Willingness to learn new software, and set up new equipment • Able to teach and support students to use available resources • Good communication skills • ICT literate
Knowledge and Skills Desirable	• Dark room experience • Ceramics/ kiln operation • Adobe creative software • Laser Cutting • Print Making
Personal Attributes	• Passionate about art and photography • Creative • Flexible • Organised • Reliable • Efficient and effective time management • Willing to learn and develop skills • Enjoys working with young people • Sense of humour