



Mayfield School
being the best that we can be

Job Description

Post:	Art Technician
Hours of work:	30 hours per week, Term Time Only (39 weeks), 1 INSET Day
Working pattern:	Monday to Friday: 8.15am – 2.45pm (Includes 30 min unpaid break to be taken outside of school breaks)
Reporting to:	Head of Department

Job Purpose

To support the effective delivery of Art lessons through the preparation, organisation and maintenance of Art materials, equipment and teaching spaces. Working under the direction of the Subject Leader, the postholder will support teachers and students during lessons, manage departmental stock and resources, maintain safe and organised storage areas, and assist with health and safety procedures. The role also includes maintaining Art displays, ensuring First Aid supplies are appropriately stocked, assisting with school trip arrangements, and providing administrative and IT support, including photocopying. The postholder will contribute to the smooth day-to-day running of the Art Department, helping to provide a safe, well-organised and stimulating learning environment for students.

Main Responsibilities

Preparation and Maintenance of Art Materials:

- Prepare, organise and maintain materials and equipment for Art lessons.
- Organise and maintain the paper cupboard, ensuring materials are stored appropriately.
- Ensure paints and other materials are prepared and ready for use.
- Stretch paper and prepare screens for printing as required.
- Mount and prepare students' artwork for display.
- Undertake general preparation tasks, including replenishing glue pots, sharpening pencils and preparing other classroom resources.
- Ensure all materials and equipment are returned to the appropriate storage areas after use.

Please note: This list is not exhaustive and duties may vary according to the needs of teachers, lessons and projects.

Classroom and Lesson Support:

- Support teachers and students during lessons as directed by the Subject Leader.
- Prepare Art rooms and resources before lessons.
- Clean and maintain materials and equipment following Art lessons, ensuring classrooms are left tidy and ready for subsequent use.

Stock and Equipment Management:

- Maintain an accurate and up-to-date inventory of Art Department stock under the direction of the Subject Leader.
- Arrange the ordering, supply and delivery of materials and equipment as required.
- Maintain and organise Art Department storage areas, ensuring materials and equipment are stored safely and efficiently.

- Monitor stock levels and report any shortages or equipment maintenance requirements to the Subject Leader.

Health and safety:

- Assist the Subject Leader with health and safety checks and departmental safety audits.
- Follow relevant health and safety procedures when handling, preparing, storing and disposing of Art materials.
- Maintain an appropriately stocked First Aid box, checking supplies regularly and replenishing items as necessary.
- Undertake appropriate First Aid training and maintain valid certification as required for the role.

Displays and Presentation:

- Maintain Art displays throughout the department, ensuring students' work is presented attractively and professionally.
- Update and refresh displays as directed by the Subject Leader.

Administrative and Departmental Support:

- Assist with the organisation and booking of school trips and visits.
- Support the administration of the Art Department, including the use of IT systems and equipment.
- Undertake photocopying and other general administrative duties as required.

The Art Technician is expected to work collaboratively with the Subject Leader and teaching staff to support the effective day-to-day running of the Art Department and to help provide a safe, well-organised and stimulating learning environment for students.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school
- To undertake compulsory Child Protection/PREVENT Training as directed by the school
- To follow all school policies, including the staff Code of Conduct

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.

Name:

Signature:

Date: