



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Job Title:</b>	Art & Photography Technician (including Displays)
<b>Grade:</b>	<b>Grade 3 (£17,173 - £18,870) per annum pro rata Permanent Contract</b>
<b>Hours:</b>	18.5 hours per week, part-time, term-time only plus one week
<b>Responsible to:</b>	Head of Department
<b>Job Purpose:</b>	To support teachers of Art and Photography and to undertake technical support duties within the school. To have responsibility for the upkeep of Display Boards across the School.

### Description of duties and responsibilities

1. Servicing of all Art Department teaching and work areas. Overseeing the maintenance of all art and photography equipment, surfaces, appliances, tools and kilns.
2. Preparation and delivery of equipment, resources and materials for all Art Department areas, both for lessons and out of hour's activities. This may include the production of stretchers, plinths, boxes and other work surfaces, clay preparation and firing, paint, silk screen and three dimensional processes. Set up and preparation of digital photographic equipment including backdrops and lighting. Also, preparation of printing and mounting.
3. Responsible for stock control of all department equipment including ICT, ensuring an adequate supply of consumables and all associated administrative tasks including ordering stock, checking stock deliveries, movement of stock and storage of stock.
4. Use **Photoshop** to a good standard and be able to set up photo shoots with lights and equipment, having a good knowledge of the photographic process and assisting students in shoots.
5. Support the teacher and students during photography classes with Photoshop, digital processes and creative and technical shoots and lighting.
6. Be responsible for and monitor all Art equipment and be competent in setting it up, as well as being able to confidently print and sort minor technical issues.
7. Ensure all Display Boards in the school are maintained at a high standard.
8. Assisting in the preparation, construction and monitoring of displays
9. Assisting with the production of promotional materials and resources for all Art Department areas and for the Art Shop.



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10. Provision of general administrative support, word-processing, photocopying and desk top publishing.
11. Liaising with a wide range of companies who might assist with curriculum or material support to the department.
12. To assist technically with photography preparation and the upkeep and cleanliness of equipment.
13. To receive and check orders on delivery in term time and receive check off and shelve deliveries during holiday periods in preparation for new terms or academic year
14. To assist during exam periods, throughout the department
15. Providing ICT technical support.
16. To participate in the performance management process.
17. To manage department art shop, and photocopying accounts, stock control and rotation.
18. To be the Art Department representative for the Health and Safety working group meetings.
19. To be able to run an additional small art or photography (or related) after school or lunch session.

### **General**

- 1 The post-holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.
- 2 All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.
- 3 The post-holder will participate in the school's performance management process as it is applied for all staff.
- 4 The post-holder should have knowledge of and compliance with relevant school policies and procedures.
- 5 The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading