

Job Description

Principal Responsibilities

To support the Visual Arts Department

Responsible to:

The Headteacher via the Head of Department

Duties and Responsibilities

Maintenance of Textiles Room

- Organise stock order systems
- Orders for scholarship students
- Orders for equipment packs for GCSE and A level students
- Preparation for practical lessons
- Health and safety checks for equipment
- Maintain and organise storerooms and cupboards
- Replenishing equipment in all rooms
- Maintenance of equipment and machines
- Dye fabrics and prepare textiles resources
- Assist in classrooms during practical activities if requested
- Displays
- Filing
- Returning GCSE and A level work
- Administration for Art competitions
- Systems for receiving orders in department from site team

Maintenance of Art Rooms

- Systems for cleaning sinks, worktops etc
- Tidying workspaces at end of each day
- Ensure electrical equipment is off and unplugged at end of day
- Ensure printing inks are replenished for printers
- Ensure equipment is replenished in rooms
- Organise cupboards
- Liaise with site team about maintenance of rooms

General support

- Provide subject specific support during practicals as required, specifically: supporting individuals and troubleshooting
- Technical support for students and finding resources
- Provide extensive support when staging exhibitions

Skills Required

- Ability to work as a member of a team
- To work with initiative and independence
- Good organisational skills
- Familiarisation with new techniques in both subject areas

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equality Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date