



JOB SPECIFICATION Photography/Art Technician

Reports To: Technician Leader

Why	Job Summary <ul style="list-style-type: none"> To provide technical support to the Art department to assist with its smooth running. 	
What	Main Responsibilities <ul style="list-style-type: none"> Work closely with the Head of Art, faculty teachers and other technical staff. Assisting pupils and teaching staff with classroom practical's and demonstrations. Support and assist the teacher during practical lessons. This includes communicating and supporting students with editing and working with digital cameras. Work effectively with students, learning support staff and, on occasion, work with the students in small groups providing technical support. Manage and advise upon the servicing and maintenance of equipment and the purchasing of new resources. Effectively preparing rooms and resources for lessons, this includes ensuring that equipment required for each practical lesson is available and in good working order. Maintain an inventory of resources and chemicals. Put equipment away at the end of the lesson. Be able to work within a budget and purchase materials and resources. Manage displays and interior spaces within the department. Responsible for maintaining photography resources and specialist rooms. Manage a system that promotes the use of equipment within and outside of school ensuring that equipment is readily available for staff and students. Maintain daily upkeep of Art rooms/workshops, this includes keeping rooms clean and materials organised. Assisting in maintaining a safe environment in the art rooms. Undertaking appropriate training with regards to the techniques, health and safety and any other areas that may be relevant to the role. Participation in arrangements for further job specific training and development for technicians. Reviewing and advising on Health and Safety/risk assessments for projects set. Provide first aid once trained. Any other duties deemed to be appropriate to the role 	
How	Competencies	Personal Attributes (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures
		Motivates others to take responsibility for their own Health & Safety
		Participate effectively as a member of a team, fostering positive relationships
		Where appropriate, utilise support staff effectively
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Efficient and methodical, monitors and attends to detail; checks for errors
		Undertake appropriate professional development to secure progress in your career
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing practice ensures effective professional contribution across the department/academy
		Consults at the start and as appropriate throughout the activity and within the team
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Willing to accept responsibility for own activities and those of the team
		Involved in setting tasks
		Makes short term (daily, weekly) considered plans
	Communication <i>Providing direction to ensure that the resources are available to achieve</i>	Conscientious in adhering to deadlines and perseveres to achieve project tasks
		Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding Presents information in a structured and logical way and uses a variety of

	<i>results in the most effective way.</i>	communication techniques. Taking account of the needs of the audience	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem. building upon previous experience	
		Initiates joint decision making within own team	
		Knows how to report, record and pass on information	
		Deals with 'task' problems within own team	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)	Essential: Educated to at least GCSE level in English, Mathematics and Art. Knowledge of Health & Safety legislation as it relates to the work of a school Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools Background in a photography/art/technology environment Desirable: Other qualifications relevant to role a knowledge of digital photography and darkroom experience a knowledge of print making	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.