

JOB TITLE:	Media and Creative Arts Technician
ACCOUNTABLE TO:	Curriculum Area Leader
JOB PURPOSE:	To support teaching and learning in the area through the oversight of equipment and materials and through offering technical support to students

KEY RESPONSIBILITIES

- To conduct regular inspections of machinery and equipment, as instructed by the Senior Technician
- To assist in the maintenance and storage of equipment in the working areas as required
- To assist students with technical and practical problems in project work.
- To supervise students in the workshops and studios
- To demonstrate technical processes and safe use of machinery and equipment.
- To assist with the organisation and safe storage of materials, liaising with the Senior Technician as necessary
- To maintain appropriate levels of stock including paper and artist materials, liaising with the Senior Technician as necessary
- To assist in the mounting of exhibitions
- To assist with photocopying and printing as requested by teaching staff
- To monitor loans of equipment to students and payment for photographic film and paper and related items
- To be responsible for the cleaning of specialist equipment as directed by the Curriculum Area Leader

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures including but not limited to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A good standard of general education, including GCSE grade C or above in Maths & English, or equivalent	Essential	Certs/App form
Training and experience in appliance testing	Desirable	App Form/Int
First Aid training	Desirable	Cert/App form
Health and safety training in the use of ceramics, wood and or metal machines	Desirable	Cert/App form
Experience, Knowledge & Abilities		
Experience of working in a visual arts setting	Essential	App form/Int
Experience of working in an education setting, alongside young people	Desirable	App form/Int
A good understanding of wood and or metal working processes	Essential	App form/Int
Good administrative and organisational skills	Essential	App form/Int
Good technical problem solver with the ability to edit videos	Essential	App form
Confident and competent in the use of IT in a working environment	Essential	App form/Int
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	Int
Working knowledge of the use of PCs in a creative environment	Desirable	Int
Interpersonal Skills & Qualities		
A positive attitude towards students and commitment to their success	Essential	Int
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int