



# Grace Academy Solihull

## Job Description



Role:	Art Technician
Responsible to:	Head of Art
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade F of the Tove Learning Trust payscale

### Job Context

The Art Technician supports the Art Department by maintaining and organising art supplies, equipment, and facilities. This role involves providing technical assistance to students, ensuring that all art-related resources are effectively utilised and maintained. The successful candidate will be a reliable, enthusiastic and flexible team-player who can communicate well with staff and pupils alike.

### Key Responsibilities

- Preparing materials and equipment for the departments and machinery set up when required.
- Arranging equipment and materials for focused demonstrations.
- Ensuring that all items of equipment are in good, safe condition for use by students, conducting regular safety checks and documenting.
- Tidying up and checking that all equipment is safely stored following practical sessions.
- Stock control and inventory checks.

### Responsibility Area 1: Art

- Prepare and tidy art classrooms before and after classes.
- To prepare materials and equipment for practical work in Art (clay, plaster, canvases, paper, painting and printing equipment).
- To set up, store and maintain tools and equipment ensuring compliance with good practice and Health & Safety requirements. Including kilns, printers and specialised tools
- To provide technical support to staff and pupils for ceramics, sculpture and to assist with firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln.
- To provide technical assistance to pupils during lessons, study sessions and exams.
- Presentation and framing of pupil art, organising and updating art displays around the academy.
- Assist with the installation and deinstallation of student artwork for exhibitions and displays
- Manage inventory of art supplies and materials, including paints, brushes, canvases, and sculpting tools and order/ restock supplies as needed, maintaining an efficient and cost-effective inventory
- To take ensure that Health & Safety procedures are adhered to and appropriate records maintained

## **Responsibility Area 2: Photography**

- To organise the repair and maintenance of camera equipment, printers and any other specialist tools
- To sign camera equipment in and out and keep a record of use.
- To provide technical assistance for students when developing and printing in the darkroom.
- To provide technical assistance to pupils during lessons including troubleshooting and resolve technical issues related to art projects and equipment
- To take ensure that Health & Safety procedures are adhered to and appropriate records maintained.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities, this may include lunch and break duties and first aid.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.