

<b>Job Title</b>	Art Technician
<b>Reports to</b>	Studio Manager

**Job Purpose**

To support the Studio Manager and Art teachers in the day to day running of the Art Department, including the presentation of art exhibitions and organisation of materials and equipment.

**Key Tasks and Responsibilities**

- Maintain equipment and tools in the Art Department;
- Assist teachers in the preparation of materials and delivery of the curriculum. This may involve preparing work for presentation such as framing, making plinths or bespoke boxes;
- Maintain a well organised and safe working environment;
- Correctly store materials;
- Install and dismantle exhibitions and displays and move items including artworks (framed paintings and sculptures), books, furniture and exhibition flats;
- Ensure the department is well presented;
- Take in and organise deliveries of art materials (such as timber, plaster, clay and paper);
- Provide ad hoc support to the department as required;
- Commitment and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should:

- Be able to follow instructions whilst also using own initiative;
- Have reasonable physical fitness with the ability to undertake heavy lifting and comfortable working at a moderate height;
- Have a good understanding of Health and Safety requirements;
- Have excellent communication skills, in person and via telephone. You should be able to liaise with students, teachers, suppliers, artists and visitors;
- Be enthusiastic and with a flexible working style;
- Be able to work independently and in a team;
- Be proactive – able to work independently and identify tasks required;
- Have attention to detail and a keenness to complete tasks;
- Have the ability to adapt with a willingness to learn new skills;
- Have skills in woodworking, although this is an advantage.

Last Updated: 19 August 2022

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

**Working Pattern**

- Your working hours will be 40 hours per week, Monday to Friday 9.30am to 6.30pm with 1 hour unpaid for lunch.
- You will work these hours during term time (32 weeks per year), plus three days before the start of each term and three days at the end of each term, equating to a total of 35.6 working weeks per year.
- You are entitled to 5.6 weeks paid holiday per annum (payment for this has already been included in your salary). Please note, annual leave cannot be taken during school term periods, you must use all your entitlement during periods of school holidays. If a bank holiday falls during a normal term period, you will be required to work this day and you will receive an additional day's holiday in lieu.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

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