

Job Description Art Technician – Kickstart Scheme

Line Manager:	Health & Safety Manager
Contacts:	College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies
Job Purpose:	To work as a member of the technical support team covering day to day duties associated with the Art & Design department.
Hours:	25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours.
Salary:	£8.91 per hour
Annual Leave:	The leave year runs from 1 August to 31 July 20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable)
Pension:	NEST pension scheme
Staff Benefits:	https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1

Duties and Responsibilities:

- The role will involve assisting Lecturers and Students with practical and project work including the preparation and laying out of apparatus, equipment/textbooks for classes, demonstrations and exhibits.
- You will supervise the use of the equipment in the department's studios with an emphasis on Health and Safety. This will also include the cleaning and maintenance and simple repairs of equipment.
- You will maintain a booking system for learning resources and reorder stock when necessary with the support of the budget holder.
- You will also maintain an inventory and stock list using basic Microsoft skills.

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people