

William Farr C of E School	
JOB DESCRIPTION	
JOB TITLE:	Art & Design Technician
POST HOLDER:	
GRADE:	WFPS 3
REPORTS TO:	Line Manager (or other designated person)
Hours Worked per Week:	
Weeks Worked per Year:	
Weeks Paid per Year:	
HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES	
1.	PURPOSE OF JOB: To provide general administrative support to relevant departments.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<ul style="list-style-type: none"> i To assist in the preparation of materials/equipment for lessons, including photocopying and taping/copying of audio-visual materials. ii To word process departmental minutes and other relevant documents. iii To input data. iv To assist in the ordering and checking of supplies. v To assist before and after completion of lessons. vi Such other duties as may be required within the general scope/level of the post.
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE The post holder has no supervisory responsibilities for staff but will assist in the familiarisation of duties to other colleagues.
4.	CREATIVITY AND INNOVATION The work is largely regulated by established practices and procedures, but there may be occasional need for creative skills to deal with routine problems, e.g. development of and maintenance of a computerised information gathering and formatting.
5.	CONTACTS AND RELATIONSHIPS The post holder will have daily contact with staff, pupils and line manager in relation to assisting with or receiving instruction on work related issues. The post holder will also have occasional contact with suppliers for the ordering of new and replacement materials.
6.	DECISIONS
	a) Discretion – Any decisions made by the post holder will be within well defined guidelines, in accordance with policy determined by the Head and under the direct supervision and guidance of the Resource Manager (or other designated person).
	b) Consequences – Any errors made by the post holder are likely to be readily identified and amended if necessary.
7.	RESOURCES Whilst the post holder will assist in generally overseeing the safe and appropriate use of the Centre's extensive resources, there is little or no direct responsibility for cash or items taken off the premises.

8.	WORK ENVIRONMENT		
	a) Work Demands – The post holder works to a programme of tasks which includes responding to request for assistance or enquiries from staff or pupils.		
	b) Physical Demands – Normal physical effort with some periods of awkward postures involving bending and stretching etc. when handling or setting up equipment.		
	c) Working Conditions – In different departmental offices or Office based.		
	d) Work Context – The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.		
9.	KNOWLEDGE AND SKILLS Basic knowledge of library systems and knowledge of IT applications to RSA II standard or equivalent. Effective communication skills. Administrative skills to NVQ II or equivalent.		
10.	GENERAL		
Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties – The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.			
Equal Opportunities – The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety – The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]