

Art and Design Technician – Job Description

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Reports to: Bursar

Supervised by: Head of Art

General Conduct and Duties

- Arrives in time to prepare for duties as set down in this job description (for full time contract 15 mins before the start of the school day and 15 mins at the end of the school day.
- Maintains punctuality and follows guidelines on absence and leave.
- Relates to other members of the Art team in a polite, efficient and business like manner.
- Maintains a polite and professional relationship with the students.
- Keeps and maintains a tidy and effective workspace.
- Manages the Art Department Resource Library.
- Assists with photocopying, scanning and laminating of resources when required.
- Ensure equipment is labeled and organized in an effective way.
- Regulates the materials from stock area.
- Informs the HOD when stocks are low.
- Responds to the Art teachers requests for materials in preparation for each lesson.
- Creates a high standard in the display of Art work within the department and throughout the school.
- Monitors and changes Art displays as and when required on a regular basis.
- Assists in a teaching situation when appropriate or as directed by the class teacher.
- Undertakes in-service training as required.
- Has some sort of working knowledge of art processes.
- Have a good command of English to understand and communicate within the department

- Be able to work independently, be pro-active, computer literate for admin work and be able to use initiative.
- The job can also be quite physical with displays and exhibitions so the candidate must be physically able.
- Runs the firing of the kiln

Maintenance

- Maintain tools and equipment in the Art areas.
- Assists and advice staff on cleaning –up duties i.e. paint, inks, brushes at the end of each lesson and day.

Safety

- Follows the safety guidelines of the department.
- Will identify and inform staff of unsafe facilities and equipment.
- Maintains materials in store in a safe and orderly way.
- Uses all machinery in the Art area as set down in Health and Safety policy.
- Use the necessary overalls and eye cover when using particular equipment or materials and other wise conforms to the school dress code.

Whole School Display

- Creates a high standard of display in all designated area throughout the school.
- Maintains all public display, ensuring that repairs or alterations are made swiftly and efficiently.
- Responds to line managers requests for in-classroom assistance with display and provides the help required at the nearest appropriate time.