

## **JOB DESCRIPTION**

<b>Post:</b>	<b>ART &amp; DESIGN TECHNICIAN</b>
<b>Responsible to:</b>	PTL Art, Design and Photography
<b>Salary:</b>	Scale 3 (Points 17-20) £23,203 - £23,458 pro rata (£9,406-£9,406 per annum) Part Time 15 hours per week Fixed term until February 2026 to cover maternity
<b>Conditions of Service:</b>	Callywith College Conditions of Service.
<b>Main Purpose of Job:</b>	To actively support both students and staff through the provision, preparation and organisation of resource material and equipment for art, design & photography areas.
<b>Specific Duties:</b>	<p>To actively support learning in art, design &amp; photography by assisting in the organisation of specialist teaching spaces and providing technical support to students.</p> <p>To prepare equipment and materials for teaching in art, design &amp; photography.</p> <p>To prepare textile materials and equipment for teaching.</p> <p>To prepare print materials and equipment for teaching.</p> <p>To be responsible for the inventory and stock control of all relevant equipment.</p> <p>To establish systems and be responsible for the control of student use of equipment and resources.</p> <p>To operate a mandatory servicing schedule and calibration procedure of all equipment - based on hours of use.</p> <p>To carry out basic fault finding and carry out yearly PAT testing.</p> <p>To refer items for external repair in accordance with College procedures.</p> <p>To be responsible for the ordering of consumables and new equipment for both workshops and the art store.</p>



To take responsibility for the smooth running of the areas, maintaining a safe environment for both students and staff ensuring that Health & Safety procedures are adhered to, and appropriate records maintained.

To support College activities including exhibitions and open events and to undertake administrative responsibilities, as required.

**General  
Requirements:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## **PERSON SPECIFICATION**

### **ART & PHOTOGRAPHY TECHNICIAN**

Ideally, the person appointed will have the following skills and experience:

- Experience and ability in a range of techniques employed within Art, Design & Media including ceramics and Photography.
- An Art & Design background with a related qualification.
- Familiarity with a range of Art & Media equipment (e.g. sewing machines, digital and film photographic equipment etc.) ceramic processes, printmaking processes, 3D processes and a good understanding of studio practice.
- A sound knowledge of Health & Safety practice and requirements.
- An ability to carry out maintenance on tools and equipment.
- Experience of working with or supporting learners, preferably in an educational setting and the ability to support students in the learning process.
- Good interpersonal skills in dealing with staff, students and members of the public.
- Good IT and organisational abilities.
- Hold a valid UK driving licence.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.