



Gordon's School

Photography & Art Technician – Job description

Reports to: Head of Art
Hours: 16 hours per week
Salary: c£6,800 per annum

Main Purpose of the Job

To provide technical support in Photography and in the Art department, by the organisation and maintenance of the materials, tools and equipment.

Duties and Responsibilities

Your duties will include but not be limited to:

- Preparing materials for lessons, as requested
- Carrying out daily tasks as directed by each teacher, using a 'Technician request' system
- Ensuring that the Junior Art studio is kept clean and tidy
- Ensuring that all tools and equipment are stored securely after use
- Ensuring that all students' work and unused material is returned to the appropriate storage area
- Drawing up and maintaining an inventory of equipment for the Photography department
- Checking, maintaining and setting up/storing away Photographic equipment
- Ordering materials and tools, using the normal school procedures, as required
- Assisting in preparing classroom and corridor displays
- Ensuring the store areas are locked and secure when not in use
- Reporting all health and safety hazards to the Head of Department
- Carrying out other tasks as reasonably requested by the Head of Department

Person Specification

- Experience in photography is essential
- Ability to work with students and staff
- Ability to work under own initiative
- Flexible
- Ability to plan and prioritise own workload

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.