

Job description

Job Title:	Site Technician
Reporting to:	Site Manager
Key relationships:	Site team, Workshop Technicians, Heads of Department, Development & External Relations Manager, Art School Administrator
Working Week:	The post is usually 2 days per week during the Undergraduate term time with extra days negotiated separately to cover the weeks leading up to public events including occasional evening work during public events and some summer work.

Main purpose of role:

The post holder is responsible for supporting the day-to-day maintenance of the Art School's premises and facilities, across two adjoining sites. It involves working as a key member of the Site Team, responding to queries from staff and students and championing Health & Safety within the Art School, as well as supporting the Art School's public facing activities.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the post are:

Site Maintenance and Security

- Undertake day to day site related checking, repair and maintenance working as a key member of the site team
- Contribute to the planning and implementation of site related projects, i.e. partitioning of studios, signage etc
- Monitor security and utilities as part of a regular cycle of checking, and alert and notify line manager of any issues occurring or anticipated to occur
- Respond to any site related emergencies and urgent issues as they arise.
- Assist Site Manager with the re-stocking of site related materials
- Support the use of bookable spaces through preparing facilities as scheduled and required
- Provide temporary cover for the Art School Reception as part of a weekly schedule

Health & Safety

- Support a strong Health & Safety culture, reinforcing the necessity for sound practices amongst staff and students.
- Support the Site Manager by contributing where appropriate to inspection reports and updates on site matters.
- Contribute to Health and Safety inspections of buildings, facilities and grounds, supplying records of inspections and any remedial work undertaken.
- Keep up to date with Art School Health & Safety policies and procedures and related statutory requirements, COSHH assessments, safe systems of work and related information issued by the Health and Safety Executive
- Assist the Site Manager in the circumstances of accidents, their recording and examination and carry out all reasonable steps to prevent or reduce the likelihood of a recurrence.
- Provide support as relevant for students and staff in the writing of Risk Assessments related to site matters

Degree Shows and other Public Events

- Support site related aspects in preparation for the Art School's public events and exhibitions (on and off site), liaising closely with colleagues as required
- Support the delivery of events and associated hospitality as they relate to site, security and Health & Safety matters
- Support public facing events through the preparation of spaces and facilities as scheduled and required

Staff development

- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with their line manager.
- Keep up to date with own training related to Health & Safety (incl. emergency evacuations, Fire Marshall, First Aid, Risk Assessment etc)

Miscellaneous

Undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder.

It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the postholder.

Key Reference documents:

- Staff Support and Development Handbook
- Professional Code of Conduct
- Studio Codes of Practice
- Art School Moodle Site:
- Disability Support Guidelines
- Student Charter
- Art School website
- Health and Safety Policy and other Art School policies related to the post

