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| <b>Job description:</b>     | <b>Foundation Technician</b>                                                                                      |
| <b>Reporting to:</b>        | Head of Department - Foundation                                                                                   |
| <b>Key relationships:</b>   | Site Manager, Foundation Department tutors                                                                        |
| <b>Other relationships:</b> | Technical team, Site Team                                                                                         |
| <b>Hours of work:</b>       | 3 days per week for 36 weeks of the year (FAD term-time plus 6 additional weeks for preparation and maintenance). |
| <b>Salary:</b>              | £ 16,567 (pro rata for a full-time rate of £35,720)                                                               |

#### **PURPOSE OF THE ROLE:**

- To provide day-to-day maintenance of the Foundation department studios and related workshops and promote a safe working environment
- To work in liaison with the Head of Foundation and tutors in supporting students to achieve technically accomplished outcomes
- To maintain equipment in the department and manage its tools, materials and facilities
- To work in liaison with the Site Team and other technical colleagues
- To support external facing activity related to the department such as the annual Diploma Show, open days and occasional off-site presentations

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **Administration**

- To undertake administration in relation to organising and scheduling the use of facilities
- To employ the Art School's policies and processes for managing and reporting on Health and Safety matters, including keeping records of student training/induction sessions.
- To maintain effective and efficient communication with line managers and other colleagues and students (including through the use of the Art School's Moodle site when appropriate).
- To order materials required in consultation with the line manager and in line with budgets available to ensure the smooth running of student sessions.
- Provide reports on Health & Safety within the department for the Site & Environment Committee as required

##### **Learning Support**

Provide **learning support** for students:

- To safely induct students in a range of studio and workshop processes
- To demonstrate, through an approach to technical demonstration, a commitment to the Art School's Learning and Teaching Strategy.
- To demonstrate safe and effective working methods that provide students with examples of professional working practices.
- To provide technical assistance for students where required and in liaison with key staff members.
- Preparing handouts as relevant for technical support in liaison with academic staff

## Health & Safety

- To work with colleagues to prepare the Foundation facilities for different activities, such as start of the academic year, public events and short courses.
- To promote and develop a strong health and safety culture amongst staff and students, effectively communicating to ensure safe working practices are adhered to at all times
- To monitor adherence to, and keep up to date with statutory requirements, risk assessments, COSHH assessments, safe systems of work, permits to work, codes of practice, instructions, circulars, and information issued by the Health and Safety Executive, and observation and enforcement of Health and Safety in the department in compliance with the Art School's Health and Safety Policies and procedures
- To supervise weekly cleaning/clear up sessions by students in compliance with health and safety requirements;
- To organise the upkeep/maintenance of equipment and tools in the facility as appropriate

## Art School Profile

- To promote and maintain a positive profile of the Art School through, for example supporting and/or participating in its public facing events as and when appropriate and agreed.

## 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

## OTHER DUTIES

### Miscellaneous

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

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder 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 post holder.

## Person specification

| Attributes             | Essential                                                                                                                                                                                      | Desirable                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Relevant Experience    | Experience of technical demonstration/ or equivalent professional practice for Art and Design at Levels 3 /4 or equivalent<br>Experience of organising and day to day management of a workshop | Experience of working in Arts Higher or Further Education environments |
| Education and Training | Relevant Undergraduate Degree or                                                                                                                                                               | Health and Safety training related to                                  |

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|                                | equivalent<br>Relevant training and/or<br>professional practice experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | relevant equipment and processes<br>Manual handling training<br>Qualified First Aider                                                       |
| General & Special<br>Knowledge | Knowledge of Health and Safety<br>best practice as it applies to the Art<br>and Design teaching environment<br>Experience of writing risk, including<br>COSHH, assessments                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                             |
| Skills & Abilities             | Ability to engage and communicate<br>with individuals from a wide<br>range of backgrounds and<br>competencies and support them to<br>achieve good technical outcomes<br>Ability to work effectively within a<br>team as well as independently<br>Ability to work flexibly to engage<br>students working towards a<br>range of disciplines<br>Competence in organising and<br>delivering technical projects<br>Ability to organise material<br>resources and plan ordering or<br>replacements in relation to<br>available budgets and timelines | Current professional practice in creative<br>work<br>Experience of working with Moodle,<br>Microsoft Office and/or equivalent<br>programmes |