



**Richmond and Hillcroft  
Adult Community College**

**JOB DESCRIPTION/  
PERSON SPECIFICATION**

<b>POST</b>	Art Technician Team Leader
<b>DEPARTMENT</b>	Community Learning
<b>GRADE</b>	Scale 2 Point 1 to 5 £27,473 - £30,797 per annum
<b>REPORTS TO</b>	Head of Art & Design
<b>DIRECT REPORTS</b>	Art Technicians
<b>WORKING PATTERN</b>	Full time

**JOB PURPOSE**

- To manage, coordinate and maintain the equipment and resources required to deliver RHACC's Art and Design provision.
- To provide line management to established and variable hour Art Technicians and to plan and organise their deployment in line with business needs.
- To manage the implementation of RHACC's Health and Safety Policy and procedures in all Art Studios and Art and Design provision, ensuring that all Art and Design spaces are safe, accessible and provide an outstanding learning environment.
- To coordinate H+S and equipment training for all learners and staff as required.
- To work with the academic managers of the Art Department and SEND Department to deliver an outstanding learner experience in a range of disciplines; through the provision of high quality and professional technical support in an equitable manner.

**MAIN DUTIES AND RESPONSIBILITIES**

- To provide day-to-day management of the team of Art Technicians and volunteers. This will include day to day monitoring as necessary, the setting of clear performance targets and formal appraisal.
- To organise and deliver, as appropriate, a regular programme of training for technical support staff that responds to individual and business needs.
- To plan, implement and monitor the effective deployment of Art Technicians across all Art and Design provision, including Supported Learning provision.
- To ensure that all teachers and managers know how to access technical support when required, report faults and request equipment and supplies.
- Implement the College Health and Safety Policy, undertaking regular risk assessments as appropriate.
- Keep up to date with Health & Safety and COSHH ensuring Art Technicians are up to date with relevant training.

- To ensure the safe storage and appropriate deployment of curriculum materials and resources and carry out regular stock taking activities.
- Coordinate the purchase, repair and maintenance of specialist equipment and maintain the service register.
- Ensure the induction of students and staff on H&S and safe use of equipment and maintain accurate records.
- Manage the Art Shop and Parkshot Gallery to provide a profit-making enterprise and showcase for learner work.
- Coordinate the technical requirements of planning and organising of exhibitions and shows.
- To ensure that resources are managed and ordered to ensure sufficient levels are maintained and within agreed budgets.
- To work collaboratively with the Head of Estates and caretaking team to ensure an appropriate and effective planned preventative maintenance of all equipment; and machinery within the Art area is in place and managed.
- To carry out general technician duties in areas of support as required.

**General Duties:**

- To commit to ongoing professional development by undertaking job related training.
- To contribute to the planning and development of the service as a member of the team.
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented.
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas.
- To actively promote the College's safeguarding policy and to be aware of your responsibilities to report concerns.
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College.

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

## PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY:  I – Interview AF – Application form T – Task
	<b>KNOWLEDGE</b>			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
2	Understanding of the importance and requirements of Health and Safety, COSHH and Risk Assessment regulations, procedures and practices	✓		AF & I & T
3	Good understanding of technical requirements in areas of curriculum support	✓		AF & I
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
4	Ability to work flexibly and adapt quickly and efficiently to a variety of working situations and needs	✓		AF & I
5	Ability to work with minimum supervision and to take initiatives where required	✓		I
6	Substantial experience of team management	✓		AF & I
7	Experience of managing budgets and procurement of goods, equipment and services	✓		AF & I
8	IT skills including Microsoft Word and Excel	✓		I
9	Experience of managing a shop/enterprise or cash handling or experience of meeting targets.		✓	I
10	Experience of marketing using web based promotion and social media		✓	I
	<b>QUALIFICATION</b>			
11	Relevant qualification or significant practical experience in the areas required	✓		AF & I
12	Health and Safety qualification(s) or evidence of CPD		✓	AF