

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
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<b>POST</b>	Jewelry Technician (Variable Hours)
<b>DEPARTMENT</b>	Arts and Community Learning
<b>GRADE</b>	Business Support rate: £15.03 per hour (inclusive of holiday pay)
<b>REPORTS TO</b>	Art Technician Team Leader
<b>DIRECT REPORTS</b>	None
<b>WORKING PATTERN</b>	Variable Hours (this may include weekends and evenings)

#### JOB PURPOSE

- To provide specialist technical and maintenance support to curriculum delivery in area(s) of expertise, including the demonstration of skills and techniques.
- To provide general technical and maintenance support across the department, including Parkshot and Hillcroft campuses.
- To assist the Art Technician Team Leader in general technical and maintenance support as part of the art technical support team, including shop and materials sales activities.
- To carry out duties with due regard for Health and Safety, COSHH and Risk Assessment policies and procedures

#### MAIN DUTIES AND RESPONSIBILITIES

- Work with the arts technician team to ensure the needs of all areas are met and achieve high levels of customer service and satisfaction.
- Prepare studios and workshops to ensure appropriate equipment and materials are available for courses, with a flexibility to respond to and support other facilities and technicians within the art school
- Ensure studios and equipment are kept safe, clean and well maintained, complying with health and safety regulations, and ensuring that planned maintenance schedules are followed, sink traps cleared etc.
- Ensure compliance with health and safety regulations in art studios and workshops. Identify potential hazards and implement safety measures, such as providing safety equipment and conducting regular Risk Assessments as required
- Assist with the purchasing, repair and maintenance of equipment and supplies across the department.
- Demonstrate, where able, specialist techniques and equipment and assist, when required, in the training of others
- Provide support to tutors and learners with technical queries and issues
- Supervise learners' use of equipment and facilities as appropriate
- Assist with preparation for arts and other College events, including exhibitions.
- Regularly review Risk Assessments in relation to art studios/workshops and working practices.
- Comply with COSHH regulations ensuring substances and chemicals are handled and stored appropriate.
- Prepare sample materials and resources for tutors upon request and assist in the preparation and sale of materials during materials shop opening hours.
- Assist the Art Technician Team Leader in monitoring of the Helpdesk and ensure that requests from staff are prioritised and dealt with in a timely manner.
- Stay updated on the latest art techniques, materials, and technological advancements relevant to the field. Attend workshops and training sessions to enhance technical knowledge and skills

- Be a qualified first aider

#### General Duties:

- To commit to ongoing professional development by undertaking job related training
- 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 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 essential requirements shown below and will also ideally hold the listed desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	<b>KNOWLEDGE</b>			
1	Knowledge in one or more specialist arts areas	☐		AF & I
2	A specialism in jewellery		☐	AF & I
3	A specialist knowledge of working with jewellery		☐	AF & I
4	Knowledge of Health and safety regulations and practices	☐		AF & I
5	Commitment to Equality and Diversity, Safeguarding and Prevent	☐		AF & I
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
6	Experience of providing technical support in a similar setting in one or more specialist art areas		☐	AF & I
7	Experience of providing good customer service	☐		
8	Able to work as part of, and contribute to, a successful team	☐		I
9	Basic written and numeracy skills	☐		AF
10	Good verbal communication skills	☐		I
11	Basic IT skills	☐		AF

12	Able to problem solve and work with minimum supervision, using initiative when required.	?		I
13	Able to organise and prioritise time and workload to meet competing deadlines	?		AF & I
14	Experience of implementing and monitoring Health and Safety, and COSHH regulations, procedures, and practices		?	AF & I
15	Experience of carrying out and reviewing risk assessments		?	I
16	Experience of curating exhibitions		?	I
17	Broad interest in the arts	?		I
	<b>QUALIFICATION</b>			
18	Relevant professional qualification		?	AF
19	level 2 in English and Maths		?	AF
20	Health and safety qualification or evidence of appropriate CPD		?	AF
21	Hold and maintain a valid First Aid at Work Certificate or willingness to participate in training	?		AF & I