

LINCOLN COLLEGE CORPORATE SUPPORT SOLUTIONS LTD

JOB DESCRIPTION

Post Title:	Technician in Art and Design	Grade:	CSS Scale 4/5
Post Number:	CS0722P	Date:	December 2019
Line Manager:	Learning and Skills Lead – Art and Photography	Directorate:	School of Advanced, Career and Higher Education
Daily Supervision:	Learning and Skills Lead – Art and Photography	School:	Creative Arts

Job Purpose:

To provide the highest quality technical support across all Art and Design programmes; provide and maintain well organised teaching and workshop spaces, observe the highest standards of health and safety; manage the purchase of materials, liaise with contractors and suppliers; undertake minor repairs and craft tasks as required by the tutors and the demands of the curriculum; provide expertise to assist with printing, photography, pottery and 3D activities.

The post is based at Newark College, but may occasionally involve tasks at other centres including Lincoln College.

Principal Duties and Responsibilities:

1. To provide technical support for staff and to students on Art and Design programmes including (but not limited to):-
 - UAL level 3 Extended Diploma in Art and Design
 - UAL level 3 Foundation Diploma in Art and Design
 - PCDL Introduction to Pottery
 - PCDL Ceramics
2. To maintain teaching and workshop spaces and equipment to a high standard.
3. To maintain and repair equipment and tools for printing, photography, pottery and 3D activities.
4. To monitor stock levels, order supplies and equipment and ensure economy and security.
- 6 To liaise effectively with tutors and visiting practitioners for the purpose of delivering the curriculum.
7. To assist with the operational and commercial development of the School.

8. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
- 9 To maintain professional standards and expertise by undertaking relevant professional development.
- 10 To maintain quality standards appropriate to the post.
- 11 To conform with the Health and Safety requirements relevant to the post.
- 12 To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role.

NB This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

**LINCOLN COLLEGE CORPORATE SUPPORT SOLUTIONS LTD
PERSON SPECIFICATION FORM**

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Post No:	CS0722P	Date:	December 2019
Directorate:	School of Advanced, Career and Higher Education	Unit/School:	Creative Arts

No.	Requirement	Proposed Selection Method *
Knowledge		
1	Creative Arts degree or equivalent professional qualification	A / I
2	Knowledge of technical processes, materials and techniques associated with Art and Design industries.	A / I
3	Health and safety qualification or knowledge of relevant safety laws and guidelines.	A / I
Skills/Abilities – Interpersonal		
4	The ability to maintain specialist and non- specialist equipment associated with the teaching of Art and Design related disciplines.	A / I / T
5	The ability to communicate effectively to a wide range of people.	A / I / T
6	The ability to respond sensitively to the individual needs of students and stakeholders.	A / I
7	The ability to work in a non-discriminatory manner.	A / I
Experience		
8	Proven competence in a practical Art and Design environment.	A / I
9	Experience of supporting teaching and learning.	A / I
10	Experience of order processing and stock control.	A / I
Work Related Circumstances		
11	The ability and willingness to undertake relevant staff development.	A / I
12	Willingness to work at times outside college calendar / day.	A / I
13	The ability to undertake manual tasks ie lifting	
Skills/Abilities – Other		
14	Good organisational / planning skills.	A / I / T
15	Appropriate level of IT skills to undertake relevant duties, including confidence with Microsoft Office software and Outlook.	A / I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A / I

Prepared By: Jill Maynard

Designation: Head of Creative Arts

Date: November 2019

* A = Application Form

I = Interview

T = Test