



Post:	Technician/Demonstrator – Printmaker
Reports to:	Technical Services Manager
Salary:	£22,220 per annum pro rata

1. MAIN PURPOSE AND SCOPE OF THE POST

- To provide an appropriate and efficient level of technical support, enabling the operation of a professional and effective learning environment for learners studying in an academic area.
- To maintain and operate a high quality resource provision and assist the work of both students and staff in the academic area.
- To demonstrate and train all stakeholders in the use of equipment, materials and procedures.

2. MAIN ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Responsible for the maintenance of Health and Safety standards and procedures in relation to the use of facilities, equipment and materials by learners.
2. Provide technical support and facilitate the production of student work on all programmes.
3. Contribute to learner/staff induction and training on all programmes.
4. Supervise Workshops or class rooms in accordance with Health and Safety as required.
5. Plan and prepare for demonstration/training activities.
6. Responsible for the auditing, monitoring and maintenance of materials and equipment as required by the Technical Services Manager and/or Head of School.
7. Assist in the preparation of presentations, promotions, exhibitions and shows within the area, as and when required by the Technical Services Manager and/or Head of School.
8. Demonstrate the use of equipment and processes and assist learners and staff working on all programmes.

9. Participate in the schools liaison, promotional and income generation activities by facilitating the operation of short courses, commercial projects and the production of publicity materials.
10. Keep up to date with developments in the curriculum, including the use of new technologies, materials and processes relevant to the curriculum area of study and inform appropriate colleagues.
11. Undertake such technical training as required by the Technical Services Manager and/or Head of School.
12. Liaise and collaborate with academic and support staff and on College wide basis to ensure the provision of a highest standard of service.
13. Liaise and collaborate with academic and support staff within the College to promote the best interests of the college with regard to resources and accommodation.
14. Liaise and collaborate with academic and support staff to ensure smooth operational running of all events associated with the day to day business of the College.
15. Participate in the Appraisal Scheme.
16. Assist as appropriate, with duties throughout the area as and when required by the Technical Services Manager and/or Head of School.
17. The duties of the post are normally confined to the hours of 9.00am to 5.00pm. Work patterns may vary from week to week where business needs dictate and may be confined to term-time only. Operational needs may require the post-holder to undertake evening duty, within a 35 hour or pro-rata week, when requested by the Head of School or his/her nominee.

General

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and divisional targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of learners and the College and:

1. Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
2. Actively promote the values of the College: learner focus, responsibility, integrity, collaboration and respect
3. Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that

- these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
4. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
 5. Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
 6. Develop effective relationships with internal and external stakeholders and partners as appropriate to the role
 7. Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
 8. Identify and manage risk effectively.
 9. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
 10. Support cross college events such as Open Evenings and Enrolment sessions when required
 11. Adhere to and ensure compliance with all College procedures as detailed in the Staff Handbook
 12. At all times seek to serve the best interests of the College
 13. To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

PERSON SPECIFICATION: Technician / Demonstrator

Please read the items in this Person Specification carefully. When completing your Application Form describe and provide evidence of your knowledge, skills and experience in terms of the criteria below. Selection will be based on the Person Specification criteria.

	<u>Essential Requirements</u>
Knowledge, Skills and Experience	<ol style="list-style-type: none">1. Practical knowledge of Health and Safety legislation relating to workshops with specific reference to COSHH regulations.2. To be able to operate and maintain an electric kiln.3. Knowledge of a range of forming techniques, hand building, slab building, coiling and pinching, and press moulding4. Knowledge of surface decoration and glazing, throwing, slip casting, mould making for slip casting and glass slumping and fusing5. Knowledge of mould making (plaster, alginate, modrock) and casting (plaster, wax, life casting)6. Knowledge of exhibition, display and/or portfolio preparation.7. Experience of servicing a range of different spaces and meeting the demands of a range of courses in Art, Design and Media.8. Experience of stock control of materials and supervising equipment loans.9. Experience of working with a range of learners from diverse backgrounds and abilities.10. Experience of demonstrating the safe use of equipment, materials and machinery.11. A high level of literacy, numeracy and good communication skills12. A flexible approach to work with good organisation and time management skills.13. The ability to work to a tight schedule and meet deadlines in a busy environment.
Other	<ol style="list-style-type: none">14. Punctual, committed and professional in approach, with the ability to work as part of a team and effectively as an individual, with the minimum of supervision.15. A positive proactive and helpful approach towards students and staff.16. Sound understanding and proven commitment to Equality and Diversity, Safeguarding and Health and Safety.