

JOB DESCRIPTION

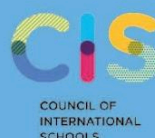
NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Art Technician
Classification	Support Staff (Special Position)
Reporting to	Head of Art / Vice Principal - Academic
Duties and Responsibilities	<p>This appointment is a technical position supporting the Head of Art with the smooth running of the department to provide an ambitious Visual Arts programme in the Senior School. It is important that the post holder is able to work effectively and positively as part of a busy and dynamic team and that they can be proactive and well organised.</p> <p>Main areas of responsibility:</p> <ul style="list-style-type: none"> To maintain equipment, materials, facilities and services in the art studios and classrooms To manage the storage of materials and equipment To assist the Head of Department with the ordering of resources and materials (including collection if and where appropriate from local providers) To provide technical assistance to pupils during lessons as and where needed, and in particular where safety is at risk, such as with lino printing To assist the department with reprographics requests, printing and liaison with ICT in support of the department's administration To provide technical support to staff and pupils for ceramics and the use of the kiln; To be responsible for the communal art department displays and the preparation, mounting and installation of specific art exhibitions in the School, such as for the Arts Festival and the KS3 exhibition Plan collaboratively with the HOD to facilitate a successful IB exhibition Be responsible for the preparation of boards, hanging and display; ordering and collecting mounts and prints; giving technical support where needed when hanging the show and assist with dismantling, rehanging and appropriate storing of IB works

AN EXCEPTIONAL BRITISH EDUCATION



	<ul style="list-style-type: none"> • To be responsible for the communal seating area, ensuring that it is tidy and ready for student use • To be responsible for overseeing the general working of the photocopier and liaise with ICT when faulty • To audit and stocktake materials and inform the HOD when essential materials are running low • To create and provide assistance to teaching staff in the preparation of teaching resources • To ensure the safe storage of resources, including any flammable liquids • To liaise with cleaners and CNS staff as appropriate to ensure a safe and appropriate working environment • To check incoming deliveries, to unpack, bring to account and distribute as necessary • To assist the HOD by carrying out daily routine maintenance duties within the Department as directed liaising with Operations/CNS as appropriate • To communicate regularly with the HOD on daily matters • To undertake any other reasonable duties as required for the support and smooth operation of the Art Department • Ensure that Health and Safety practices are adhered to, in particular the safe storage and control of hazardous or toxic materials and ensure that equipment is maintained in a safe condition. <p>Safeguarding</p> <ul style="list-style-type: none"> • Abide by and implement the school safeguarding policy/ keep abreast of changes • Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.
Last JD Review	June 2024

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