ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Arts Technician

Post Holder	
Salary Grade	Grade C, Scale Point 4 - £4,794 actual gross per annum
Contractual Weeks	Term time only
Contracted Hours	8 hours per week – to be worked Monday
	8.00am to 4.30pm (less a 30 minute unpaid break)

KEY ROLE AND RESPONSIBILITIES

Reporting to the Subject Leader for Art & Photography, the technician is responsible for preparing equipment and materials, together with supporting and assisting the teacher and pupils during lessons.

MAIN DUTIES

- General assistance with lesson preparations, including cutting and organising papers/materials and preparing paints
- Contributing to departmental projects and delivering creative insights/workshops to small groups of students.
- Assisting with stock taking and the ordering and organisation of materials
- Assistance with general basic maintenance and cleaning tasks, including sink areas and paint palettes
- Arranging Still Life/ reference materials
- Assisting with IT/photographic studio/printing and photocopying tasks
- Assisting with exhibitions and displays of artwork within the department/whole school
- Assisting with general organisation and management of student work
- Supporting staff and students as appropriate with practical aspects of teaching and learning as required

SUPPORT FOR THE SCHOOL

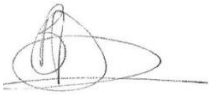
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role

Signed Post Holder Date



Signed Headteacher Date 4.11.2026

Agreed: November 2026 Review: