



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION

I. Job Information

Job Title:	Art Technician
Department:	Art Department
Duration of Appointment:	1 year fixed term (renewable) Part time (3 days a week FTE 0.6)
Line Manager's Job Title:	Head of Art

II. Job Specification

Main purpose of job:		
To support the Head of Art in delivery of curricular and extra-curricular Art, including the preparation and clearing away of materials and equipment for lessons, and supporting children in their learning. Managing resources and ensuring that there are appropriate resources in stock.		
Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:		
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
To offer practical support for the Art department	<ul style="list-style-type: none"> - Preparing equipment and teaching areas for practical classes - Working alongside the class teacher providing assistance when needed. - Working with small groups of children on curriculum projects. - Computer typing and layout of materials to support Art when required. 	35%
To promote and observe a healthy & safe working environment for the technical support service.	<ul style="list-style-type: none"> - Ensuring the safe disposal of waste. - Maintaining a safe and tidy working environment at all times. - Offering advice to teachers on the safe and effective use of equipment/apparatus and materials. 	10%
To undertake the inventory management and stock control of equipment.	<ul style="list-style-type: none"> - Regularly checking and maintaining equipment and materials and ordering new materials and equipment when required. - Undertaking simple repairs and advising line manager if more substantial repair or maintenance has to be carried out. 	50%
General	<ul style="list-style-type: none"> - Working as a member of the team with regard to the educational aims of the department and school. - Having responsibility for promoting and safeguarding the welfare of children and young person(s) s/he is responsible for, or comes into contact with. - Working the same hours as the teachers and taking the same break times. 	5%



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Resources managed – line management and financial resources:	Line management: N/A
	Financial resources managed: N/A
Key working Relations and network	Internal: - Teachers - Facility team
	External: - Pupils - Local suppliers
Key performance indicators for this position (KPIs):	
<ul style="list-style-type: none"> - Positive feedback from HOD and other teaching staff in the Department with the successful completion of tasks. - Successfully running the basic day-to-day co-ordination (completing daily, weekly and monthly task sheets) and maintenance of materials and equipment in classes to ensure a smooth running of activities and teaching classes - Well kept record of financial and material assets and expenditure - Effective communication with key members of departments. 	

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:



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Minimum Academic Degree required

- College or Bachelor degree in Art.

Professional skill and knowledge required

Mandatory

- A good working knowledge of art materials and studio work.
- Knowledge of ceramic equipment, photography and printing.
- Numerical and communication skills are needed for ordering materials, sourcing products and filing invoices.
- Be able to work independently and use initiative to fill time productively when teachers are in the classroom.

Desired but not mandatory

- Skills in mounting and displaying student artwork.
- Ability to be creative and artistic.

Experience

Mandatory

- Have a practical can-do approach, enjoy working as part of a busy team but with the ability to work autonomously. You should have a real interest in Art.

Desired but not mandatory

- Previous experience of working within a similar role.

Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IT Skills

- Microsoft Office and knowledge of relevant softwares.

3. Other job-related or local special factors not mentioned above:

3.1 Non – criminal record issued by police authorities must be provided by the selected candidate.

3.2 Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

3.3 Travel frequency

- No travel required** **Occasional travel required** **Frequent travel required**