



Art & Photography Technician Job Description



Job Title: Art & Photography Technician

Responsible to: Head of Art & Photography

Grade: 3

Role purpose: To ensure the smooth functioning on a day-to-day basis of the Art and Photography classrooms, including the checking, routine maintenance and organisation of equipment.

Roles and Responsibilities:

Preparation of Rooms, Studios and Darkroom

1. Ensure all apparatus, equipment, materials and solutions are prepared for demonstration or for students to use, as requested by teaching staff.
2. Provide technical advice and assistance to teachers and students as required.
3. Where appropriate, ensure all labels referring to safety hazards are clearly visible and that all safety guards are fitted correctly.
4. Ensure all items are in good working order and arrange repairs through the established procedures.

Clearance of Rooms, Studios and Darkroom

1. Check and put away equipment and materials after classes and other activities.
2. Wash up equipment and clean the work areas as appropriate.
3. Put away part completed work for students' future use.
4. Dispose of, or reclaim used materials as appropriate.

Maintenance and Repairs

1. Where appropriate, carry out first line repairs to equipment.
2. Assist with the arrangement of repairs and servicing of equipment through established procedures.
3. Report the need for further repairs or for replacement to the Head of Department as appropriate.

Equipment, Materials and Furniture

1. Maintain and keep records of apparatus, equipment, materials and furniture for inventory purposes.
2. Maintain stock levels of equipment and materials and reorder items as necessary, with the authorisation of the Head of Department.

3. Check the items upon delivery and resolve any queries with the suppliers or refer to the Finance Officer. Certify invoices to confirm that the correct goods have been received, in good condition and at the correct price and pass to the Finance Officer for payment.

Displays

1. Assist with displays/visual aids work, both within the Department and across the whole school. This will include mounting/labeling of work and exam exhibitions.

Health and Safety

1. Ensure that all apparatus, equipment and materials are stored safely in their designated places.
2. Ensure that Health and Safety and COSHH Regulations, relevant legislation, risk assessments and departmental procedures are followed.

Miscellaneous

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Where necessary, appropriate training will be given to enable the postholder to undertake new/varied work.

The majority of decisions expected of this post are taken within well established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing stock or equipment and, if appropriate, bring to the attention of the Head of Department.

April 2026