

## Technician Job Description



|   |                       |
|---|-----------------------|
| <b>Job Title</b>  | Technician            |
| <b>Department</b>   | Stroud School of Art  |
| <b>Reporting to:</b>  | Learning Area Manager |
| <b>Post reference:</b>  |                       |
| <b>Main Purpose of the role</b>   |                       |
| To prepare and maintain the print studio and department resources. To support relevant workshops and to assist lecturers and students as required. To support the curation of the department in exhibitions and the general maintenance of the department.  |                       |
| <b>Key Tasks / responsibilities:</b>  |                       |
| <ul style="list-style-type: none"> <li>• Maintain relevant rooms / studios and equipment and ensure they are ready for student use.</li> <li>• Prepare materials / equipment for lecturers as required.</li> <li>• Assist lecturers during classes as required and provide students with techniciansupport.</li> <li>• To order suitable materials / equipment and to take, check and store deliveries.</li> <li>• To support undertaking remodeling of studios as appropriate throughout the year.</li> <li>• To advise the line manager of equipment to be replaced and to obtain quotes as appropriate.</li> <li>• Maintain a record of repairs and servicing carried out.</li> <li>• Be responsible for maintenance and repair of equipment, tools and computers and to arrange servicing as required.</li> <li>• Be aware of industry developments in equipment and techniques and advise as appropriate.</li> <li>• Using a booking system, sign equipment in and out.</li> <li>• Provide specialist technical support to students and staff as required.</li> <li>• To work across the department and to provide cover and support for other technicians as required.</li> <li>• Undertake risk assessments, compose safe systems of work and ensure health &amp; safety compliance.</li> <li>• To undertake Portable Appliance Testing, PUWER testing as required; ensuring appropriate records are kept.</li> <li>• Any other duties as required by the Learning Area Manager that are commensurate with the grade.</li> </ul> |                       |
| <b>Role Dimensions</b>  |                       |
| <ul style="list-style-type: none"> <li>• Reporting to Learning Area Manager</li> <li>• Working with any Team Leader and all full-time student cohorts in Stroud School of Art</li> </ul>  |                       |
| <b>Key Interfaces</b>   |                       |
| <ul style="list-style-type: none"> <li>• Lecturers</li> <li>• Learners</li> <li>• Technician Team</li> <li>• Management</li> <li>• Estates</li> </ul>   |                       |

| Supporting College Goals and Values – all roles  |  |         |  |       |  |
|--|--|---------|--|-------|--|
| <p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.</li> <li>Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.</li> <li>Promoting and implementing best practice in Health and Safety,</li> </ul> |  |         |  |       |  |
| Measurable Performance Standards for this role   |  |         |  |       |  |
| <ul style="list-style-type: none"> <li>Monitoring expenditure, liaising with tutors and LAMs to ensure appropriate expenditure.</li> <li>Maintain resources by monitoring stores and timely ordering of materials.</li> <li>Maintain tidy studios and workshops; through working with tutors and students.</li> <li>Maintain clean studios and workshops by liaising with LAMs, tutors and Estates staff.</li> <li>Yearly update of risk assessments, safe systems of work. Revise mid-year where needed.</li> <li>Maintain PUWER records, and associated maintenance of machines and tools.</li> <li>Attend regular technician meetings to drive departmental improvements and communication.</li> </ul>  |  |         |  |       |  |
| Level of Disclosure and Barring (DBS) disclosure required  |  |         |  |       |  |
| Enhanced with Children's barred list checks  |  |         |  |       |  |
| Author and Date  |  |         |  |       |  |
| Tom Henderson – October 2025   |  |         |  |       |  |
| Job Evaluation (for HR Completion)   |  |         |  |       |  |
| Score  |  | Profile |  | Level |  |

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

### Printmaking and Arts Technician Job Description



<<List all relevant criteria and indicate whether 'essential' or 'desirable' together with method for assessment under 'Qualifications and attainments', 'Experience and knowledge' and 'Skills and Abilities'. Criteria listed under 'Essential college traits' are fixed for all roles>>

| Criteria  | Essential | Desirable | Assessed by                 |
|---|-----------|-----------|-----------------------------|
| <b>Qualifications and attainments</b>   |           |           |                             |
| Educated to degree level or higher in a relevant creative subject area.   |           | /         | Application form            |
| GCSE Maths and English grade C or above   | /         |           | Application form            |
| <b>Experience and knowledge</b>   |           |           |                             |
| Working in creative industries.   |           | /         | Application form/ interview |
| Knowledge or experience of the Further Education sector.  |           | /         | Application form/ interview |
| <b>Skills and abilities</b>   |           |           |                             |
| Confidence in using digital software systems, including being able to learn new ones relevant to the role (e.g. for ordering resources and communicating with staff).                                   | /         |           | Application form/ interview |
| Printmaking using traditional methods.  | /         |           | Application form/ interview |
| <b>Essential College attributes</b>   |           |           |                             |
| <b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way. | /         |           | Application form/ interview |
| <b>Influencing skills:</b> The ability to persuade others.  | /         |           | Application form/ interview |

| Criteria   | Essential | Desirable | Assessed by                 |
|--|-----------|-----------|-----------------------------|
| <b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships. | /         |           | Application form/ interview |
| <b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.            | /         |           | Application form/ interview |

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