

Job description:	Wood Workshop Technician
Reporting to:	Premises and Facilities Manager
Key relationships:	Fellow wood workshop technician; Heads of Teaching Departments; Tutors
Other relationships:	Technical team, Site Team
Hours of work:	2 days per week for 36 weeks of the year. (Additional days may be required by mutual agreement.)
Salary:	£10,514 per annum (pro rata for a Full Time Equivalent salary of £34,000)

PURPOSE OF THE ROLE:

- To provide day-to-day maintenance of the wood workshop and promote a safe working environment
- To work in liaison with the departmental staff in supporting students to achieve technically accomplished outcomes
- To maintain equipment in the workshop and manage its tools, materials and facilities
- To work in liaison with the Site Team and other technical colleagues
- To support the Art School's external facing activity such as London Craft Week, Degree Shows and occasional off-site presentations

MAIN DUTIES AND RESPONSIBILITIES

Administration

In collaboration with the colleague wood workshop technician:

- To undertake administration in relation to organising and scheduling the use of facilities and organise and manage a loan system for specific equipment.
- To employ the Art School's policies and processes for managing and reporting on Health and Safety matters, including keeping records of student training/induction sessions.
- To maintain effective and efficient communication with line managers and other colleagues and students (including through the use of the Art School's Moodle site when appropriate).
- To liaise with technical engineers and suppliers regarding servicing and maintenance of tools and equipment
- Conduct daily machinery and LEV checks, keeping log books as well as liaising with LEV and insurance inspectors during their yearly visits
- To monitor stock levels and order materials required in in line with budgets available to ensure the smooth running of student sessions.

Learning Support

In collaboration with the colleague wood workshop technician:

- To safely induct students in a range of workshop processes
- To work in liaison with tutors and Heads of Department in supporting students to achieve

creative and technically accomplished outcomes instructing them in specialist woodworking techniques and processes.

- To demonstrate, through an approach to technical demonstration, a commitment to the Art School's Learning and Teaching Strategy, guiding students in the development of projects in relation to their broader art practice and within a contemporary art context.
- To demonstrate safe and effective working methods that provide students with examples of professional working practices.
- To provide technical assistance for students where required and in liaison with key staff members.
- Preparing handouts as relevant for technical support in liaison with academic staff
- Fabricate items of learning resources as requested and in consultation with other staff.

Health & Safety

In collaboration with the colleague wood workshop technician:

- To promote and develop a strong health and safety culture amongst staff and students, effectively communicating to ensure safe working practices are adhered to at all times
- To monitor adherence to, and keep up to date with statutory requirements, risk assessments, COSHH assessments, safe systems of work, permits to work, codes of practice, instructions, circulars, and information issued by the Health and Safety Executive, and Observation and enforcement of Health and Safety in the department in compliance with the Art School's Health and Safety Policies and procedures
- To ensure there are weekly cleaning/clear up sessions in compliance with health and safety requirements;
- To organise the upkeep/maintenance of equipment and tools in the facility as appropriate
- Provide reports on Health & Safety within the department for the Site & Environment Committee as required

Degree Shows and other Public Events

- To support the degree shows and other public events and exhibitions (on and off site) in liaison with colleagues

Art School Profile

- To promote and maintain a positive profile of the Art School through, for example supporting and/or participating in its public facing events as and when appropriate and agreed.

Staff Development

- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with their line manager.
- Demonstrate a commitment to continuous professional development in relation to their own knowledge of metal work and foundry processes, as well as in relation to relevant health and safety

OTHER DUTIES

Miscellaneous

Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the post holder.

Person specification

Attributes	Essential	Desirable
Relevant Experience	Experience of technical demonstration/ or equivalent professional practice for Art and Design at Levels 3 /4 or equivalent Professional knowledge and experience of wood working techniques, use and maintenance of tools and/or working with related materials etc Experience of organising and day to day management of a workshop	Experience of working in Arts Higher Education environments
Education and Training	Relevant undergraduate degree or equivalent Appropriate training and/or professional practice experience in working with relevant techniques	Teaching qualification Health and Safety training related to carving equipment and processes Manual handling training First Aider
General & Special Knowledge	Knowledge of Health and Safety as it applies to the Art and Design teaching environment and particularly in relation to wood working materials, techniques and equipment.	Knowledge of the maintenance of related equipment and facilities Knowledge of COSHH assessments related to woodwork practice
Skills & Abilities	Ability to engage and communicate with individuals from a wide range of backgrounds and competencies and support them to achieve good technical outcomes Ability to work effectively within a team as well as independently Ability to work flexibly to engage students working towards a range of disciplines Competence in organising and delivering technical projects Ability to organise material resources and plan ordering or replacements in relation to available budgets and timelines	Current professional practice in creative work Experience of working with Moodle, Microsoft Office and/or equivalent programmes