



## POSITION DETAILS

Position Title:	<b>VISUAL ARTS TECHNICIAN</b>
Award:	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification:	Curriculum Resource Services, Level 2/3
Department:	Visual Art
Work arrangement:	Part time permanent – 11.00am to 3.30pm 4.5 hours per day, Monday to Friday (flexibility is required), during School Term time
Date Established:	21 April 2026
Date Updated:	
Reports to:	Head of Department, Head of School
Direct Reports:	Nil
Position Holder:	<b>Vacant, new position</b>

## KEY OBJECTIVE(S)

- Combining hands-on technical support during school hours with the coordination of an engaging after-school art program – effectively managing both administrative and practical responsibilities.
- To work collaboratively with members of the CCGS School community to ensure the realisation of our goals.
- Compliance with all Child Protection directives

## CHILD SAFE STATEMENT

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

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## CONFIDENTIALITY

This position will come across confidential information. Therefore a confidentiality agreement is required as per the contract of employment.

## COMMUNICATION

Internal	Headmaster, Executive, Teaching and Professional & Operational staff (including direct reports) and students
External	Third party providers, suppliers, visitors, visiting students



### KEY ACCOUNTABILITIES

- Provide administrative and technical support to the Visual Arts Department
- Coordination and administration of the Visual Arts Cocurricular Program
- Prepare and maintain art studios & classrooms
- Order and manage art supplies and equipment
- Assist teachers during practical lessons
- Support ceramics processes, including kiln operation
- Manage departmental administration (invoicing, stock control)
- Maintain safety documentation, including chemical registers (MSDS)
- Assist with exhibitions and liaise with internal teams regarding maintenance and events

### As a member of staff

- Work effectively as a team member
- Ensure adherence and compliance to all School policies, in particular WHS, Duty of Care and Child Safeguarding
- Attend staff meetings and compliance professional development sessions
- Attend School functions as required
- Undertake professional development and continuously upgrade professional skills and knowledge
- Contribute to the professional development of other staff members by sharing knowledge, ideas and resources
  
- Other tasks as required

### WORK HEALTH AND SAFETY

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property & Facilities Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property & Facilities Manager, Facilities Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.



## SPECIAL CONDITIONS

- Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- May need to be available outside of normal work hours, flexibility is required

## PERSON SPECIFICATION

### EDUCATION/PROFESSIONAL MEMBERSHIPS

- Experience or qualifications in Visual Arts (Ceramics, Printmaking, or Painting will be highly regarded)

### EXPERIENCE

- Previous experience in a similar role in a school environment preferred or similar

### ABILITY

- Have strong administrative/organisational & time management skills with a high level of flexibility and capability
- Have excellent ICT skills (Microsoft Office, Adobe Creative Suite)
- Establish credibility with students, parents and educational staff
- Work effectively as part of a team
- Communicate effectively at all levels
- Ability to work independently and manage competing priorities
- Follow through on matters thoroughly with attention to detail
- Possess key interpersonal and intrapersonal skills, distinguished by the School's values

### SPECIAL REQUIREMENTS

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team.

Signed:

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Date

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Date