

## Technical Support Officer (Arts)

Applecross Senior High School

<b>Position number</b>	00034391
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Applecross Senior High School is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Assist with the delivery and administration of all Visual Art and Gifted and Talented Program activities, including induction programs and relief coordination for the coverage of all essential positions.
- Administer and maintain the stock take and asset management for Visual Arts and the Gifted and Talented Program.
- Provide advice and support to staff on the appropriate use, handling and storage of art materials, including provision of health and safety requirements and material management.
- Maintain a catalogue of the school art and student work collection.
- Maintain digital records on the art information system ensuring employment records, testing and curriculum documents are kept up to date and all art records are accessible to students, staff and parents.
- Select, frame, sign and mount work for a variety of exhibitions and competitions; and collect, collate and deliver art works from various exhibition venues.
- Assist with the preparation and monitoring of the Visual Art and Special Art budget and make recommendations for the purchase of new art resources.
- Prepare rosters and job role statements for Special Art tutors, all other support staff and parent helpers.
- Assist with preparing the classroom environment.
- Assist with the preparation and publication of documented student work/events for web and print media promotional materials.

## Selection criteria

1. Demonstrated knowledge of art materials, techniques and occupational health and safety requirements.
2. Demonstrated experience in operating information systems, including computerised applications for managing records, budget and related information.
3. Demonstrated good written, verbal and interpersonal communication skills with the ability to maintain effective working relationships with all internal and external stakeholders.
4. Demonstrated good planning and organisational skills and ability to work independently and in a team environment.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date            10 September 2020  
Reference    D20/0432741