



Middleton Grange School

Art Technician

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly Accountable to Head of Faculty Technology

Functional Relationships:

- Principal
- Senior Leadership Team
- Support Staff
- Teaching Staff

To support the Art Teachers with keeping the classroom clean and ensuring supplies are kept stocked and organised as required.

Support Staff

7 hours per week

Term Time Only

No Teacher Only Days

Covered under the most recent Support Staff in Schools Collective Agreement – Grade dependent on experience.

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

- Room readiness – Classroom art supplies are replenished.
- Maintain and organise resources in the storerooms.

- Stock take of equipment: value \$100 and over. Note items and location.
- Replenish stationery supplies in Art Staff Resource area.
- Laminating of work.
- Assist with field trip planning.
- Photograph pupil work especially at folio submission for Art Curriculum Area records.
- Set up exhibitions with staff – arrange catering as required.
- Any other tasks as required by Line Manager

Skills and Experience

- Excellent organisational and time management skills
- High level of accuracy and attention to detail.
- Ability to take initiative

September 2025