

Leith School of Art
25 North Junction Street
Edinburgh EH6 6HW

Telephone: 0131 554 5761
Web: www.LeithSchoolofArt.co.uk
Email: enquiries@LeithSchoolofArt.co.uk



Job Description

St James Campus Administrator & Technician (part-time)

Days and hours per week: Mondays 8am-4.30pm, Tuesdays to Thursdays 8.30am-4.30pm

Leith School of Art is an independent art school with charitable status. We provide high quality teaching and a supportive environment for students leading to the artistic development of many people each year.

Between the range of year-long and short courses we have around 300 students attending the School each week. The team is made up of around 40 full and part-time members of staff.

Context and Scope

We are looking for a person who is highly motivated, warm, friendly and confident, and who will work hard to create a positive ethos at our St James Campus.

The job holder will be involved in technical and administrative functions, relating to year-long and short courses.

Main Duties and Responsibilities

- Develop and maintain a welcoming, friendly, well-organised and safe environment, ensuring the campus is an essential part of the Leith School of Art community.
- Support teaching staff and students, and maintain regular communications with the team at NJS Campus.

Technician Duties:

- Ensure that the building is in good order for all courses.
- Assist in setting up courses, and storing of materials and equipment at end of day.
- Maintain and order materials and supplies.
- Collate delivery notes with materials ordered and received.
- Source new materials that are fit for purpose, and at best cost in consultation with the Head Technician.
- Keep materials and equipment in order and monitor their use for restocking purposes.
- Demonstrate to staff and students the safe and correct way to use tools, machinery and equipment.
- Conduct fire drills and safety checks, ensure equipment and environment is safe.
- Keep all areas of the School clean, tidy and safe (hazard free).
- Liaise with the Head Technician and St James Church regarding any repairs, etc. that may be required.

Administrative Duties:

- Administrative support dealing with student bookings and maintaining registers.
- Liaise with administrative staff at North Junction Street Campus.
- Deal with enquiries via telephone, email and visitors to the School.
- Provide support to staff and students in a positive and professional manner.
- Record all income and expenditure.

Additional Duties:

- First Aider.
- Assist with preparing coffee for students as and when required.
- Any other reasonable duties as and when required.

Person Specification

Experience

- Technical and administration experience within an arts, community, or education environment.
- Ability to manage a varied and demanding workload.
- Experience of exhibition management would be advantageous.
- Experience in a similar role would be advantageous.

Knowledge

- A working knowledge of, and experience in the arts sector.
- Good knowledge of health & safety, and in the context of Covid-19.
- Practical and organised with an eye for detail.

Skills and Values

- Strong attention to detail
- Excellent communication and organisation skills
- Ability to build effective working relationships with a wide range of people
- Ability to deal with confidential matters and situations with sensitivity and discretion.
- Positive and professional attitude.
- An appreciation of, and commitment to, promoting the general Aims of Leith School of Art.

How to Apply

If you would like to apply for the position please send a current C.V. along with a letter of application (1 side A4 max) clearly demonstrating how you meet the requirements of the role to:

Mary Slater, Business Manager

Recruitment@LeithSchoolofArt.co.uk

Application Deadline

Sunday 1st August 2021 midnight

Start Date

Monday 30th August 2021

For further information about Leith School of Art please visit – www.LeithSchoolofArt.co.uk