



Job Description

Post title: Glass and Mosaic Technician

Responsible to: Curriculum Manager

Salary: WMC Scale points 21-24 (£28,248 - £30,408)

Purpose of Job:

To provide comprehensive technical support for the glass and mosaic workshop encompassing technical instruction, management of resources and studio environments and ensuring the safe and effective operation of equipment.

Main Duties and Responsibilities:

- To ensure the safe maintenance and general upkeep of the workshop, resources, furniture and equipment for the allocated specialist areas within your role
- To manage the kilns, loading student work, arranging firing schedules, and unloading.
- To gain a good understanding of the supplies, materials, equipment and tools that are used within the classes, so that guidance on how to use them appropriately and effectively can be given to other technicians, tutors and learners
- In liaison with tutors and CM, to prepare and set up studios with the appropriate equipment, materials, and tools required for the purpose of the class and/or event and where appropriate test equipment and tools to ensure that they are working effectively and safely
- To ensure that supplies, materials, equipment and/or tools for all classes allocated to support are maintained and ordered appropriately, within budget and on time and in accordance with the Finance department's procedures
- To maintain and update inventories of materials and equipment, to engage in stocktaking at appropriate agreed points during the academic year and to be aware of the quantities and condition of stock / materials at all times
- To work with the tutors, assisting them in their duties in ensuring that students have adequate support and guidance throughout their time with the College, from pre-entry to exit and progression
- To ensure that appropriate support is given to the College's students in their selection and use of the resources available
- On occasion and as required, supervising learners who have been authorised by the

Curriculum Manager to work independently in the studio, for example to cover a tutor absence

- To assist with hanging college exhibitions as required as part of the technician team
- To support the work of other Curriculum Managers and Technicians across the Arts and Crafts departments including Technician cover where appropriate and within the limitations of the specialist knowledge required.

General

- Comply with and actively promote all College policies with full regard for equalities, health and safety and safeguarding requirements.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and learners.
- Perform other duties as may be required by the Principal or Senior Leadership Team Members to ensure the efficient functioning of the College.

Other Duties and Responsibilities:

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The job description is accurate at June 2026 but is subject to change and development in line with the needs of the College.

PERSON SPECIFICATION – Glass and Mosaic Technician

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

Qualifications	
1	Arts qualification: Level 3 minimum, preferably including an H.E. qualification or equivalent professional experience
2	Literacy and numeracy qualifications at least at Level 2
Experience	
3	Usage of Word and Excel software adequately to communicate effectively and maintain spreadsheets
4	Experience and understanding of using glass art equipment (including kilns) and materials
5	Experience of preparing a glass studio for use
6	Experience of liaising successfully with staff – preferably in an educational setting
7	Experience of working autonomously and in a team and contributing to the success of the department
Skills and Knowledge	
8	Knowledge of resources, equipment and materials relating to specialist technical area
9	Knowledge of college H&S procedures and risk assessments
10	Knowledge of IT – Word, Excel and Teams
11	Ability to work proactively and flexibly
12	Good organisational and communication skills
Other Attributes	
13	Physical ability to move and lift equipment, materials and utilise manual handling aids