



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION:	Art Technician
REPORTS TO:	Head of Arts
LOCATION:	Middle Schools, Keilor East

PURPOSE

To provide technical support for the Art and VCD program, including assisting with art displays and exhibits and ensuring areas are neat and tidy, materials are available, and equipment is in good working order.

SCHOOL OVERVIEW

Penleith and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve and is associated with the Uniting Church. The school operates on three campuses with a student population of just under 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular programme of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with learning diversity and inclusion needs and encourages every student to thrive in the classroom and beyond.

SCHOOL VALUES: REACH

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, stimulating wonder and innovation. We value intellectual engagement and lifelong learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

The Art Technician reports directly to the Head of Arts and indirectly to Heads of Section, the Deputy Principal and Principal. The incumbent is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

POSITION GUIDELINES

As directed by the Head of Arts, the Art Technician will:

- Ensure Art and VCD storage areas are clean, well labelled, and materials are stored safely, including updating the material safety data sheet records
- Keep an inventory of, and maintain, the school's Art and VCD equipment, and school-branded stationery stock
- Monitor and order stock as required to ensure materials are available for classes
- Assist in setting up art displays and exhibits

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- Assist Art and VCD teachers with general tasks relating to the program, to assist teachers in delivering the curriculum, including assisting teachers with lesson preparation, clean up and set up of rooms, as directed by the Head of Arts
- Close liaison with all relevant suppliers and staff
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safety Standards;
- Provide general administrative support and other tasks as required

SELECTION CRITERIA

The successful applicant will demonstrate the following:

- Experience preparing documents for prepress, with high attention to detail
- Experience preparing artwork for displays and exhibits
- Knowledge of and the ability to work with a broad range of art techniques and processes (eg, ceramics, printmaking)
- Ability to work independently and manage their time
- Ability to prioritise tasks and activities to meet deadlines with a systematic approach
- Work effectively and professionally with staff, students and suppliers
- An understanding of and commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- General fitness to enable the safe lifting and moving of materials and equipment where required
- A valid Working With Children Check (employee grade)
- Support for the values and policies of the school

CONDITIONS

Employment conditions are as per the Penleigh and Essendon Grammar School (Teacher, Kindergarten Teacher, Kindergarten Assistant and School Assistant Staff) Agreement 2022.

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.

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