

JOB OUTLINE

Post title	Pottery Technician
Division / Section	Schools and Community Services
Department	Children and Families
Responsible To	Adult Education Programme Organiser
Number of post holders	1
Acting up/ Secondment	Not applicable

Purpose of Job

The technician is responsible for supporting the work of students in pottery and clay sculpture classes.

Major Tasks

To co-ordinate the effective operation of the pottery facility during the Adult Education Programme operational periods.

Job Activities

- Liaison and communication with tutors, students and centre staff at South Bridge Resource Centre and Pottery Users Group (PUG) regarding any operational issues.
- Co-ordinating the loading of kilns and firing of work to make the most effective use of the facility.
- Ensuring firings are appropriately recorded.
- Preparation and testing of glazes and slips.
- Maintaining a clean and tidy pottery facility in good working condition, with respect to appropriate standards of Health and Safety and good housekeeping
- Maintaining awareness and promotion of best practice with regards to Health and Safety regulations.
- Ensuring students' work is marked and stored appropriately, before and after firing.
- Ensuring kilns and other equipment are in working order and taking appropriate action to address any maintenance/repair issues.
- Co-ordinating orders for materials in liaison with the Facilities Manager.
- Attend induction and other training as deemed necessary by the Department of Children and Families.
- Attendance at pottery users meetings (once per term).

Supervision and Management of People (Numbers and type of staff)

None.

Creativity and Innovation

The postholder must have a comprehensive knowledge of different clays and glazes and how they should be fired, must be able to work the kiln and know how to prepare and test samples for correct firing temperatures. S/he should also be competent in various kiln loading techniques.

The postholder will be required to order appropriate materials, maintain records of firings and undertake to contact electrical repair/maintenance providers should a fault develop.

Contacts and Relationships

Contacts will include: Adult Education Programme Organiser (line manager), Tutors (support to practical operation of classes), students (support to students' work), PUG (co-ordination of firing sequences), Community Learning and Development Workers, Facilities Manager (liaison regarding materials orders or technical issues re repairs), suppliers (requesting materials & resources), maintenance contractors (requesting maintenance/repairs to equipment).

Decisions (Discretion)

All decisions about firing including co-ordination, appropriate firing temperatures, stacking of work.

Testing and giving advice regarding glazes and their firing.

To decide when it is necessary to interrupt the routine kiln work when a fault develops and call on technical support.

To decide what raw materials need to be ordered each term for classes.

Decisions (Consequences)

Effective use of the kiln will result in successfully fired students' pottery.

Ordering materials and contacting maintenance providers ensures the smooth operation of the adult education course for students.

Resources

Responsible for monitoring and re-ordering pottery materials as required.

Monitoring other pottery equipment, ordering new equipment if required in liaison with Centre staff.

Environment – Work Demands

To co-ordinate a firing schedule for the pottery which serves the needs of primary users (Adult Education Programme) and the PUG.

To make staff aware of any potential or actual disruption to the schedule.

Environment – Physical

Loading and unloading the kiln regularly; some lifting, carrying and moving of equipment.

Environment – Working conditions

The postholder must take care and ensure health and safety procedures are carried out when handling and storing potentially hazardous chemicals eg dry clay, glazes.

Environment – Work Context

The technician may be required to have contact with vulnerable people or people with challenging behaviour and should refer to the Adult Education Programme Organiser / centre staff if required to report or discuss issues.

Knowledge and Skills

No formal qualifications are required. However the postholder will be expected to demonstrate comprehensive understanding and competence in the technical areas associated with the post including Health and Safety practices.

They must be an experienced potter with excellent knowledge of techniques and materials, and experience of kiln loading, operation and firing.

They should also have good communication skills and the ability to address occasional conflicts of interest among different pottery users.

Organisation Structure

