

Art Technician

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently around 1600 and the school achieves the best results in Hong Kong at A-level and GCSE. We were delighted to have featured as one of the top Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's Index and CARFAX Index since 2020. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work. Our pupils go on to some of most prestigious universities across the world including Oxford, Cambridge, Imperial College London, Durham University, University of Exeter, The University of Edinburgh, Harvard, Stanford, Yale, Princeton University, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Job Title: Art Technician

Job Purpose: Responsible for all matters relating to the technical running of the Art department, the Art Technician is responsible for ensuring high standards are maintained within the department, with a particular focus on safety, resourcing and effective delivery of practical equipment to enable effective teaching and learning.

Start Date: August 2025

Reporting Line: Head of Art

Job Description

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

Specific aims and key responsibilities of these positions are:

- Providing the full range of technical support to the Art Department as required
- Preparing and providing requested materials and resources for lessons, SCAs and CCAs in line with requisitions submitted.
- Providing technical support to teaching staff before, during and after lessons as required.
- Keeping up to date with all health and safety procedures and policies and ensuring all CLEAPSS and local standards are consistently met
- Identifying and mitigating risks within the department

- Carrying out regular routine maintenance, stock control and general administration tasks including liaising with suppliers, placing orders, maintaining and updating the departmental inventory and checking orders when they arrive
- Ensuring the art rooms and stock room are fully stocked and well-organised
- Managing equipment and stationery supplies, placing orders and managing their delivery (and, where appropriate, disposal), ensuring sufficient supply is maintained
- Creating armatures, supports, and similar constructions from wood and other suitable materials in order to display pupil work
- Creating displays of artwork including cropping, framing, mounting and removal of art work as needed
- Loading, unloading and firing the kiln for ceramic work
- Assisting with displays in other Senior School departments when requested
- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School may reasonably request

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

Person Specification

Qualifications:

- Degree with evidence of relevant professional development

Skills:

- Proficiency in spoken and written English
- Strong practical skills including basic carpentry skills
- Excellent organisational, administrative and IT skills

Knowledge and Experience:

- Experience in the same or similar line of work is preferred
- Experience of collaborating with colleagues and working with young people
- Experience and knowledge of using construction tools safely
- Experience of handling chemicals and maintaining COSHH preferred
- Knowledge of Adobe Suite or similar software preferred

Personal Qualities

- High levels of personal and professional integrity and attention to detail
- Creative, collaborative and an effective communicator
- Able to handle confidential information in a professional manner
- Committed to professional development and willing to undertake appropriate training as required
- A genuine interest in Art and a strong commitment to high standards

Attitudes

- Proactive and positive approach to all aspects of the role
- Self-motivated, independent and able to take initiative
- Flexible, solution-focused and observant
- Eager and willing to learn and develop new skills, as required by the role