

Studio Assistant
Technical Support Department

The Role

Job Title	Studio Assistant
Location	GSA Studios and Workshops
Reports to	Head of Technical Support through the Studio Lead
Purpose	<p>The role is responsible for supporting the safe use of GSA Studio and Workshop Spaces at evenings and weekends, by ensuring the spaces are safe, clean and well organised.</p> <p>The post holder will work with the Studio Lead and technical staff to deliver appropriate front line support to students ensuring that studio/workshop housekeeping is kept to a high standard and that students are working in line with Health and Safety practices and regulations.</p>

Dimensions

- The post holder will undertake tasks with the support and guidance of the TSD Studio Lead as part of a team of Studio Assistants;
- The post holder will proactively ensure that all users are working safely and the working environment is maintained in a healthy and safe manner;
- This role will work with students to ensure they have the correct materials, tools and equipment (including PPE) and assist in completing technical processes;
- Knowledge of a field related to Architecture, Design or Fine Art is essential to ensure they can assist staff and students competently and safely;
- The post holder will have a willingness to learn and develop their skills;
- The post holder will have an understanding of wider TSD making resources. They will work alongside other technicians to ensure that students can access a seamless interdisciplinary resource.

Area

- Each member of the team will be expected to work in any area of the school as required, depending on cover available. They will initially be assigned to the most appropriate area for their interests and experience.

People

- Staff
 - Working as an effective team with the building Studio Lead and other Assistants
 - Working closely with specialist technicians in local workshops

- Working with technical staff from across TSD (approx. 50)
- Academic and other professional support staff from across the school
- Students
 - Studio assistants will work with students from across the school depending on what building they are based in.

Key Accountabilities -

The postholder will be responsible for:

- Act as a consistent and reliable first point of contact for students and staff for technical and safety advice including referral to other technical staff for detailed advice where appropriate;
- Ensure that all studio/workshop and associated areas are maintained in a safe manner, addressing any first line housekeeping and safety issues and ensuring any issues or defects are escalated to appropriate staff;
- Provide fire marshal and first aid cover to the studio and workshop spaces, including out of hours cover;
- Provide support to other studios, workshops and the bureau as required;
- In consultation with studio and technical staff, undertake and follow risk assessments for studio/workshop and related areas;
- Support students in navigating TSD online resources including Canvas virtual learning environment and Connect 2 booking system;
- Support specialist technicians in specific tasks as directed;
- Provision of frontline support and advice to students on making their work safely including referral to other technical staff for detailed advice where appropriate;
- Ensure stock levels are monitored and maintained to ensure students can continue with their work to meet deadlines;
- Prepare materials and equipment for teaching sessions;
- Ensure the security and general upkeep of materials, tools and equipment;
- Be responsible for the safe shut down of relevant processes and equipment before buildings close
- Complete any required administrative duties related to studio and workshop operation including, attendance logging, scheduling and specialist induction timetabling, data entry, checking student bookings against permitted access list;
- Engaging with GSA's staff development programme, attending appropriate training courses when required;
- Work regular evening and weekend shifts as part of a rota;
- Fulfil any other duties as reasonably requested by the Line Manager.

Key Challenges

Whilst maintaining, a safe working environment in compliance with Health & Safety directives at all times, the postholder will be expected to:

- Be flexible and adaptable in meeting a wide variety of competing demands
- Know when to advise a student to work in a workshop rather than studio
- Know when to escalate issues to more experienced staff
- Cope effectively with a heavy workshop load and high levels of student demand and expectation;
- Able to effectively manage time across all aspects of role

Relationships

- Internal Contacts:
 - Local technicians and academic staff
 - Other technicians across the Technical Support Department
 - GSA professional support staff

Background Experience/Qualifications

The postholder will have:

- A good standard of general education (City and Guilds or above);
- Experience in the safe operation and maintenance of relevant equipment;
- Knowledge of a range of techniques applicable to Architecture, Fine Art, or Design;
- An interest in historic and contemporary Architecture, Fine Art, or Design making practices;
- Good communication skills;
- An awareness of Health and Safety regulations and procedures;
- Current First Aid at Work certificate is desirable;
- A competent level of IT skills in MS Office and Adobe Suite;
- Knowledge of other specialist computer packages in relation to the subject area.

Person Specification

The postholder will:

- Have a proactive and committed approach to equality, diversity and inclusion;
- Have a proactive and committed approach towards health and safety;
- Have an approachable, proactive and professional attitude;
- Have excellent inter-personal skills for dealing with students, staff and immediate colleagues;
- Be a motivated team player with experience of working collaboratively;
- Have good planning skills, ability to balance competing demands across a range of spaces;
- Have well-developed organisational skills, including the ability to manage own workloads without close supervision;
- Demonstrate problem solving skills;
- Have an enthusiastic and flexible approach to experimentation and diverse student ideas;
- Have a commitment to self-development and engage in GSA's staff development program as required.

Terms and Conditions

Contract	Fixed term until September 2026
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 3 £23,144 – £25,742 per annum pro rata
Hours	11.25 hours (0.32 FTE)
Holidays	35 days plus 11 statutory holidays per annum, pro rata
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	1 month