

JOB DESCRIPTION

JOB TITLE:	Technology & Art Technician
GRADE:	Single Status Grade 4
HOURS:	25 hours per week
RESPONSIBLE TO:	Head of Departments / Business Manager
MAIN PURPOSE OF THE JOB:	To provide technical support to the Art and Technology departments, by the preparation of tools, equipment and materials for lessons and displays. To undertake a practical health and safety role for each department.

MAIN FUNCTIONS:

1. To carry out daily tasks as directed by the Head of Department, including first line servicing of machines and equipment in practical teaching spaces, to ensure safety and reliability. This will include cleaning, oiling, sharpening, and minor repairs. To carry out daily visual checks of all machinery and tools, before being used by students.
2. To clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities. To ensure all tools and equipment are returned and stored safely after use.
3. To prepare materials and maintain an available supply of equipment for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.
4. Under the supervision of the Head of department or nominated deputy, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system for items with a replacement value of £75 or more. To order materials and tools via normal school procedure, as required and authorised by the head of department.
5. To assist teachers and support students during lessons with their learning. To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff, and under their direction. To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.
6. To support teaching staff with CAD/CAM operations, particularly in relation to 2D Design and the Laser Cutter.
7. To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to, and relevant risk assessments are maintained and reviewed. To maintain all necessary safety signs adjacent to machinery, and maintain a record of all equipment checks.

8. To keep sinks and work tops clean; maintain aprons in a serviceable condition; keep stock rooms, workroom and tool rooms clean, tidy and in good order. To monitor the cleaning of the working areas by the external cleaning company, liaising with school Site Staff, if standards fall below expected levels.
9. To manufacture storage equipment as and when requested.
10. To assist with the maintenance and deployment of all A/V equipment within the department
11. To attend school Health and Safety meetings, when required, and to undertake DATA health and safety training as necessary.
12. To provide basic administrative support to the department, including collecting, recording and paying in, parental contributions to the department, if applicable.
13. To undertake other technology and art tasks as requested by staff including the task list generated by the Head of Department.

GENERAL:

14. Contribute to the overall ethos/work/aims of the school.
15. To take part in training activities offered to further professional knowledge and development.
16. Commit to the safeguarding of children and the promotion of their welfare within the school.
17. To carry out the above duties in accordance with the County Council's Equal Opportunities policy.
18. To perform such other tasks as may reasonably be required by the Head of Department(s) and Business Manager.
19. The post holder should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE

PERSON SPECIFICATION

JOB TITLE	Technology & Art Technician
GRADE	Single Status Grade 4
HOURS	25 hours per week
RESPONSIBLE TO	Head of Departments / Business Manager

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

	Essential Criteria	Desirable Criteria
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to maintain and use a range of machine and hand tools • Ability to prepare equipment and materials for lessons, as requested by the teaching staff • Ability to work in an organised and methodical manner • Ability to prioritise and carry out tasks under the supervision of head of department • Ability to be flexible and co-operative in servicing the needs of the department • Ability to establish positive relationships with students, including those with special educational needs • Ability to work in a classroom environment • Ability to maintain accurate work records and inventories • Ability to work effectively as part of a team • Ability to demonstrate commitment to Equal Opportunities • An understanding of child protection and its importance within the school • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Ops 	
Knowledge	<ul style="list-style-type: none"> • Some knowledge of Health & Safety legislation as it relates to the work of a school, including risk assessments. • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools 	<ul style="list-style-type: none"> • Knowledge of casting • Knowledge and skills in engineering • Knowledge of statutory health and safety requirements for

	<ul style="list-style-type: none"> • Knowledge of a range of art and design techniques • An understanding of Safeguarding and its importance within the school 	school art and technology departments
Experience / qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Possession of appropriate certificates for wood-turning, centre lathe, mill, pillar drill and band saw.
Personal Attributes	<ul style="list-style-type: none"> • Willingness to make up example projects • Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge • Ability to demonstrate commitment to Equal Opportunities. • Willingness to maintain confidentiality on all school matters 	