

## Job Profile: Art and DT Technician

Salary scale:	B1, SCP 4 - 6, £25,185- £25,989 FTE
Actual salary:	£21,131 - £21,805
Working hours:	37 per week, term time only
Academy:	Abbey Grange Academy
Nature of contract:	Permanent
Responsible to:	Subject Lead of Art & Design Technology

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### Job purpose:

To provide a general practical support service for all aspects of teaching and learning in the Art and Design & Technology Departments..

### Job specific responsibilities:

- Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus, equipment and other materials required for practical and non-practical Technology and Art classes and demonstrations in response to requests from teaching staff
- Assist with the collection of materials from external sources
- Prepare drawings
- Make suitable models/items for classroom work
- Initial checking and maintenance of all ICT equipment in room 50
- Setting up and operating the CAD/CAM equipment, working with students as and when required
- Providing demonstrations of certain processes such as brazing
- To give appropriate assistance to students in the classroom
- Provide admin support to Design & Technology and Art staff when required, including updating records
- Maintain work areas and store rooms
- Monitor resources, carry out stock controls and maintain records
- Assist in the ordering of materials and equipment
- Ensure all materials, tools, equipment etc. are left in a safe and secure manner at the end of the school day
- Deal with delivery of goods, check, log and store away items received
- First aid trained or willing to attain qualification
- Team Player
- Flexible and adaptable
- Willing and able to drive the school mini bus
- Able to perform manual handling tasks
- Assist the site team

- Undertake, as requested, work in Design & Technology and Art or any other Department of the school appropriate to the skills of a technician and commensurate with the general nature of the post
- To check equipment on a regular basis and record condition, and to rectify or bring to the attention of the subject teacher and Head of Department/Site Manager any problems following Health & Safety Guidelines
- To undertake any other duties that are commensurate with the post
- To carry out supervisory duties in accordance with published schedules, including before and after school and at break/lunch time.

### Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*

## People Profile:

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills with both staff and students	✓	
Ability to work unsupervised or part of a team	✓	
First Aid trained or willing to undergo First Aid training	✓	
Current UK driving License with the ability to drive the school mini bus		✓
Ability to articulate, communicate and support the Christian ethos and values of Abbey Grange	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent	✓	
Prior Health and Safety Training on workshop equipment with the last 3 years		✓
Willing to participate in development and training opportunities	✓	
Ability to work as part of a team	✓	
Ability to relate to people both in person and on the telephone	✓	



Ability to deal with day-to-day issues on own initiative	✓	
Ability to move heavy furniture	✓	
To possess good DIY skills	✓	
Awareness and understanding of basic safety and security measures	✓	
Working knowledge of relevant policies/codes of practice/procedures		✓
Knowledge of Health and Safety procedures and precautions		✓
Knowledge of basic fire regulation requirements		✓
Knowledge of COSHH regulations		✓
Awareness of health and hygiene procedures		✓
Knowledge of moving and handling procedures		✓
Knowledge of Textile equipment e.g. sewing machines		✓
Previous experience working as part of a team	✓	
Previous experience of working within a cleaning environment		✓
Handyperson experience		✓
Technician/Manufacturing experience in school or similar environment		✓
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

## Our Trust mission:

In Partnership to Educate, Nurture and Empower

## Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

[www.abbeymat.co.uk](http://www.abbeymat.co.uk)

