



Technology Technician (Maternity Cover) Food, Art and Design

Job Description

Post Title:	Technology Faculty Technician (Maternity Cover)
Job Grade:	H3/H4
Accountable to:	Head of Food and Head of Art & Design
Accountable for:	Ensuring that Health and Safety legislation is followed within the Food and Art & Design Technology Faculties. Managing and preparing necessary equipment and materials within the faculties to ensure that it can run smoothly and that there is a good environment for teaching and learning.
Hours of Work:	37 hrs. pw, term time + 1 week
Contract:	Temporary Maternity Cover
Working Hours:	To be agreed

Job Purpose

The job purpose is to ensure that the Food and Art & Design Technology Faculty teams have all the materials and equipment necessary to deliver good teaching and learning and that the Food and Art & Design Technology Faculty facilities are fit for purpose and meet health and safety legislation.

Main Responsibilities

Please note that tasks are not necessarily listed in order of priority

Responsibilities specifically for Art

Daily tasks:

- Check A5, A4 and A3 paper levels and cut enough for 60 per size per classroom
- Check printer in open area has paper
- Check A2 black paper sheets are in both classrooms and 60 sheets
- Organising and maintaining paper / laminated lesson resources
- Maintaining lesson resources folders
- Check washing up liquid and soap bottles are refilled
- Check all equipment is gathered returned to correct locations in the classroom and store cupboard
- Checking paints are filled and binning / replacing any empty colours
- Check camera phones / cameras are charged and recharge when necessary
- Report any damaged / missing equipment to Head of Art
- Mend any broken displays, re-stapling
- Organising still life resources
- Supporting students in lessons (technical support / instructional) - large class sizes where students can be using a range of materials in the same lesson, teacher cannot support this diversity on their own (Y9-11).
- Independence - aware of SOL and so can pre-empt the need for materials in lessons.
- Maintaining sink area at end of day
- Fulfilling ad hoc student equipment requests

Weekly tasks

- Check mini whiteboards pens work and replacing when needed, cleaning MWBs if needed
- Cleaning dried brushes with brush flush to return to usable condition
- Checking and thorough cleaning of rollers before packing away
- Emptying order boxes and checking before putting onto shelf



- Check colour pencil boxes are filled
- Check stationary drawers are refilled
- Stock check and reordering (SFY to check before sending)
- Check oil pastels and top up as necessary
- Checking and repairing student aprons
- Maintaining order in the art cupboards
- Photocopying / enlarging images
- Guillotining paper to size
- Run and maintain Artist of the Week (liaise with staff, maintain display, locate students for rewards)

Occasional tasks: (could be a few times a term or daily for a short period of time)

- Clay prep and kiln management, cleaning glaze palettes at end of clay module
- Modroc preparation
- Paper-mâché preparation
- Subject specific material prep (E.g. alginate)
- Supporting Head of Art in preparing for, and students during Art exams
- Assist at open evenings
- Cutting fabric and threads for textiles lessons
- Supervising P16 students working independently with blades / sewing machines
- Supervising students using spray paints / fixative spray

Responsibilities specifically for Food Technology

Daily tasks:

- Use the printers / photocopiers when required
- Check teacher diaries each day to see what is going on in both rooms and pre-empt resources needed
- Check washing up liquid and soap bottles are refilled
- Sort out tea towels, dishcloths etc. Wash, dry, fold and lay out for practical lessons
- Load dishwasher
- Clean and check equipment after practical lessons.
- Support class teacher in maintaining hygiene and cleanliness in food rooms
- Get out all equipment and recipes prior to practical lessons
- Check fridges and freezers for left behind food
- Weigh ingredients for demonstrations and for students who request them
- Know recipes to be able to support students when needed during lessons
- Report any damaged / missing equipment to Head of Food

Weekly tasks:

- Stock take, order ingredients -rotate stock correctly
- Clean / empty fridges on a Friday
- Collect food deliveries from reception, unpack and correctly store delivered items
- Check mini whiteboards pens work and replacing when needed, cleaning MWBs if needed

Occasional tasks:

- Liaise with reprographics
- Check wall displays
- Assist at open evenings
- Support Head of Food in organisation for, and students during year 11 practical exams
- Support Head of Food in organisation for, and students during year 9 high teas
- Complete food hygiene certificate organised by the School
- Support students in year 9 taking the food hygiene qualification
- Replace laminated student recipe sheets as required
- Clean stock cupboards, fridges, freezers
- Prepare and cook certain recipes for taste testing lessons



Shared responsibilities as a member of the Support Team

- Help ensure the smooth running of the school.
- Contribute to the development of administration and other procedures that are conducive to efficient and effective operation and supportive of the core purpose of the school (student learning).
- Support other members of the team in the fulfillment of their responsibilities.
- Supervision of lesson transitions throughout the day at the location indicated
- Lunch supervision according to the rota.
- Emergency cover for Reception and other admin roles.
- Administration for linked leadership members.
- Ensure confidentiality at all times.
- Maintain productive and efficient time management during the working day.
- Notify your line manager of any unforeseen problems where appropriate and in a timely fashion.
- Maintain and develop a professional working relationship with all stakeholders and outside organisations.
- Follow school policy, procedures and ethos of the school.
- Check, respond and action, as appropriate, all communication from stakeholders within 1 working day.
- Carry out administrative tasks as directed by your line manager.
- Attend yearly school events: Inset Days, Open Evening, Presentation Evenings, Year 6 Induction and Parents' Evenings (according to your Contract of Employment).
- Effective line-management (where relevant) through rigorous appraisal, CPD and holding colleagues accountable.
- Contribute to the Child Protection and Safeguarding ethos of the school.
- Additional duties/responsibilities as required by the Headteacher/Line Manager.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school is committed to safeguarding and promoting the welfare of children and young people.

Please note that Marriotts School operates a no smoking policy.

April 2026



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	Requirements	Essential/ Desirable	How this will be assessed
Qualifications	Educated to GCSE 'C' Level standard, particularly Maths and English.	Essential	Application
Specific Training requirements		Desirable	Application and interview
Experience	Understands the necessity to work as a team and support colleagues and is flexible.	Essential	Application and interview
	Is able to work with a high degree of accuracy.	Essential	Application and interview
	Previous experience of working in a school environment.	Essential	Application and interview
	TA secondary experience	Desirable	Application and interview
	Ability to manage students in a classroom setting	Essential	Application and interview
	Ability to manage behaviour effectively	Essential	Application and interview
Knowledge	Knowledge of SIMS or SIMS.net database	Desirable	Application and interview
	Knowledge of CPOMs	Desirable	Application and interview
Skills and competencies	Good ICT skills – excel, word etc	Essential	Application and interview
	Ability to meet milestone and deadline dates	Essential	Application and interview
	Ability to use own initiative	Essential	Application and interview
	Appropriate safety certification for use of workshop tools and equipment	Desirable	Application and interview
Communication skills	Excellent communication skills, written and oral.	Essential	Application and interview
	Ability to interact with students, staff and other stakeholders	Essential	Application and interview
Personal Attributes	Ability to stay calm, patient and polite whilst working under pressure.	Essential	Application and interview
Other	Ability to maintain confidentiality	Essential	Application and interview
	Committed to continuing professional development of self and others within the school.	Essential	Application and interview
	Is willing to contribute to the broader life of the school.	Essential	Application and interview
	Good sense of humour.	Essential	Application and interview



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