



DRAFT JOB DESCRIPTION

JOB TITLE:	Art/Tech Technician
GRADE:	Grade B
WORKING WEEKS/ HOURS:	39 weeks; 30 hours per week
TIMES WORKED:	8.30am – 3pm Monday - Friday
BASE:	Art/Tech Block

ORGANISATIONAL ARRANGEMENTS:

Job holder: **To be appointed**

Reports to: **Art/Tech Department**

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Maintain an organised stock control system and order all stock and materials for the department as necessary.
- Put away and check all stock deliveries, maintaining
- Use of heavy machinery (table saws/bandsaws etc) to cut and prepare materials for Design and Technology classes.
- Basic maintenance of machinery in the Technology workshops. Changing filters, replacing consumables etc
- Regular H&S monitoring of the departments. Checking machinery is in good working order.
- Controlling and maintaining the COSHH in the departments.
- Check Art consumables and all general equipment is available for students to use.
- Organise resources for Art Exams – photocopying, mounting, laminating etc.
- Ensure the department has sufficient equipment/stock for exams.
- Assisting with mounting the annual GCSE exhibition.
- Mixing bucket glazes and generally assisting to keep the area tidy.
- Load both kilns, set off when kilns are full and unload when finished.
- Keep the kiln room tidy.
- Provide administrative support as required for Art/Tech Teaching staff.
- Assisting with preparation for practical lessons.
- Such other duties may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Art/Tech DoL.

Date Prepared:	9th January 2026
Prepared By:	HR Department
Date Reviewed:	
Reviewed By:	