

# Job Description



## Art/D&T Technician (maternity cover)

**Job Category:** Support staff

**Reports to:** Subject Leaders of Art and Design & Technology

### PURPOSE OF JOB

To provide technical support throughout the school and/or departments.

### MAIN RESPONSIBILITIES, TASKS AND DUTIES

- Maintain and clean equipment within the departments ensuring that it is in working order and safe to use and prepare equipment for demonstration.
- Delivering, checking and returning stock from classroom back to storage.
- Record, monitor and re-order stock as necessary, liaise with finance department and suppliers as required.
- Attend meetings as required.
- Assist in the development of curriculum resources and other support materials for staff.
- Assist in pre-class preparation for displays and exercises.
- Arrange for the repair and replacement of equipment as necessary, ensure equipment is safe to use.
- Assist the Subject Leaders with the organisation and planning of educational visits.
- Organisation and delivery of, or supervision of, extra-curricular activities such as lunchtime clubs.
- To carry out general administrative tasks within the departments.
- Support the D&T department with the use of specialist equipment such as sewing machines and laser cutters (full training given).

### CREATIVITY AND INNOVATION

Some creativity may be necessary for example when carrying out minor repairs of equipment and training staff/students on the use of equipment.

### CONTACTS AND RELATIONSHIPS

Day to day routine contact with staff and students advising on the use/availability of equipment. Regular contact with suppliers of goods and services for ordering equipment.

### DISCRETION

The postholder works within clearly defined rules and procedures and decisions made are from a range of established alternatives.

The impact of decisions would be within the school for example resources not available. This would be quickly identified and remedied.

### WORK ENVIRONMENT

#### a) Work Demands

The postholder's routine tasks may be varied but this does not impact on the completion of the overall task.

**b) Physical Demands**

Moving and handling technical equipment from storage to classroom on a daily basis.

**c) Working Conditions**

Work is carried out indoors in a ventilated, well heated, well-lit environment.

**d) Work Context**

Required to work with chemicals, cleaning materials and/or machinery. The postholder may have limited exposure to abuse/aggression from students, parents and carers.

**KNOWLEDGE AND SKILLS**

Knowledge of current and relevant Health and Safety legislation for example COSHH, Manual Handling. Relevant NVQ Level 2.

**OTHER DUTIES**

The duties and responsibilities in this Job Description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**SAFEGUARDING**

All staff are expected to take responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact.

**STAFF DEVELOPMENT**

All staff are actively encouraged to develop their professional skills both for subject initiatives and for school-wide initiatives.

**EQUAL OPPORTUNITIES**

The school has an equal opportunities policy that encourages all staff to take an interest in schoolwide initiatives and provides opportunities for professional development. It is our aim to provide the successful candidate with maximum support and advice on career matters.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**