

## Oakgrove School

JOB TITLE:	Art & DT Technician
DEPARTMENT:	Art and Design
RESPONSIBLE TO:	Subject Leader for DT
GRADE:	Grade 4
CONTRACTED HOURS:	14
CONTRACTED WEEKS:	39

### **JOB PURPOSE**

Responsible for providing an effective technical support service for the Art and DT department within Oakgrove School. This includes Art, Textiles, Food Tech, Photography and Resistant Materials/Product Design.

### **PRINCIPAL RESPONSIBILITIES**

- Setting up, operating & maintaining machinery/equipment within the department ensuring they meet H & S requirements.
- Ensuring the tidiness and cleanliness of the Art and DT rooms, workshops and other work areas under the technician's control.
- Liaise with design teaching staff on a regular/daily basis to ascertain technical support requirements and discuss with Subject Leaders/teaching staff.
- Work effectively as part of the whole school and department, support other colleagues in their roles and participate in relevant training and professional development.
- Assist with the clearing up after lessons as required.
- Provide first aid to students, staff and visitors to the school as required.
- Assist with the supervision of students out of lesson times e.g. extra-curricular and during lunchtimes as required.
- Assist and provide help and advice to best ability where necessary to students during practical lessons.
- Implementing Health and Safety regulations and sound working practices
- Maintaining tools and equipment within the department.
- Preparing project material.
- Issuing of materials to both staff and students.
- To help ensure Art and DT rooms are tidy & ready for teaching at the start of each day
- Ordering and receiving stock and chasing up discrepancies.
- Assisting with department displays.
- Check goods when delivered and security mark items.
- Manage the design inventory of resources and equipment.
- Ensuring tools, equipment and resources are easily available/accessible
- To experiment with materials & equipment offering suggestions
- Prepare resources (tools and materials) for lessons as required
- Assist as directed with the records of expenditure for the department.

### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

**Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal, dated \_\_\_\_\_

Signed by Post Holder: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_