

Job description: Art Technician

Location	The Deepings School
Contract term	Permanent
Full time/term time	30 hour per week, 9am – 3pm. 30min unpaid break. Term-time only.
Pay range	LCC Support Staff Grade 4 SCP 9-12 (£25,989 - £27,254 <i>full time equivalent</i>)
Reporting to	Director of Art and Design & Technology

Job purpose

To work with teachers as part of a professional team to support by providing technical assistance through the preparation and day-to-day maintenance of teaching areas and equipment for pupils.

By their nature, departmental areas are busy and fast paced. We require a team player with excellent organisation skills, initiative and confidence in using departmental tools and other apparatus. We are a small team and are looking for an individual to assist in aspects of preparing learning resources and, on occasion to support the teaching in the classroom, for example with small groups under supervision from the teacher.

Main duties and responsibilities

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

1. Set up resources/ materials/ equipment for lessons, specifically Art, Textiles and Food & Nutrition preparation.
2. Support structured and practical activities for groups or a one-to-one basis.
3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
4. Safely and securely store allocated equipment and materials to prevent unauthorised access/ misuse.
5. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order maintaining Health & Safety regulatory standards throughout the school.
6. Secure and work with hazardous materials.
7. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

8. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager.
9. Undertake record keeping, as directed.
10. Provide clerical and administrative support as directed.
11. Comply with school policies and procedures including those relating to child protection, health, safety, equality, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
12. Assist in the preparation, maintenance and scheduling of required resources.
13. To help with classroom displays and celebration of students achievement.
14. Undertake all necessary health & safety training to ensure safe use of resources to prepare learning materials and working in and around machinery.
15. A 'can do' attitude, willing to support and help make 'things happen' within the departments.
16. Under direction, support the preparation of teaching resources to support classroom activities.
17. An attitude of accountability to ensure that tasks are carried out as required and to make suggestions where appropriate.
18. Undertake any other similar duties as required by the Line Manager / Headteacher.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities across other subject areas within the school that are commensurate with the grading of the post .

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Art/DT Technician

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
- Detailed knowledge of Health and Safety legislation as it relates to the work of a school - Experience of demonstrating specialist equipment and materials. - Experience of using ICT effectively - Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools - Experience of working in a school's environment - Knowledge of particular subject and technical areas, relevant policies/ codes of practice and awareness or relevant legislation, including health and safety requirements - Able to use relevant technology and specialist equipment effectively	✓	
- Experience within a school Art department - Building trade - Engineer or machinist skills - Graphic/product design		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
- Patience and diplomacy - Able to communicate with and relate well to students and adults - Committed to equality of opportunity. - Attention to detail - Flexible and enthusiastic - Highly organised - Excellent planning abilities - Self-starter with the ability to work as part of a team - Commitment to high standards of safety and the maintenance of an orderly environment - Ability to be self-motivating - Commitment to undertaking training where required	✓	
- Quick to adapt and take on new initiatives - Willing to undertake further training which may be required		✓

