



Job Description **Technician (Food, Art & Textiles)**

Responsible to: Department Teaching Staff
Salary Grade: Scale 3, Point 6-7
Full time/Part time: Part time, 32.5 hours, 39 working weeks

Job Purpose

Provide full technician support to teaching staff, with particular regard to the preparation and clearing of lesson materials and maintenance and repairs of equipment.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Art:

Prepare and maintain art materials and resources for a range of creative projects.
Set up and tidy classrooms and workstations before and after lessons
Provide technical assistance to students in using art equipment and materials, including paints, brushes, and sculpting tools.
Assist with mounting and displaying students' artwork for school displays during exam moderation.

Food Technology:

Support the preparation of ingredients and materials for food technology lessons.
Set up cooking stations, ovens, and other kitchen equipment.
Assist students with food preparation, cooking techniques, and presentation.
Ensure compliance with health and safety standards, including food hygiene regulations.
Help maintain kitchen supplies and equipment, including cleaning and checking stock levels.

Textiles:

Support the preparation and maintenance of materials and equipment for textiles lessons.

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Assist students with the use of sewing machines, fabric dyes, and other textile-related tools.

Organise and maintain fabric stock, patterns, and other resources.

Help students with design and making processes during practical activities.

General Responsibilities:

- Maintain a safe and clean working environment for both students and staff. Organise, manage, and track the stock of materials and equipment across all three areas.
- Assist in the preparation and storage of materials for future lessons.
- Provide support with administrative tasks such as ordering supplies and maintaining stock records.
- Work with teaching staff to support students' individual learning needs, ensuring they can access the resources required for each lesson.
- To assist in ensuring the safe conduct of students in the department
- Responsibility for promoting and safeguarding the welfare of the students
- To undertake examination invigilation if required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

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

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.