

## Job Description

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**Job title:** Art/Design and Technology Technician (ADT)  
**Reports to:** Subject Leaders for Art and Design  
**Location:** Strood Academy

### Core Purpose:

Provide a comprehensive technical service to teaching staff in the ADT Department and to enable the smooth running of the subject in general and by ensuring that apparatus is operating properly and safely for the use in practical lessons.

In your role as Art / Design and Technology Technician, you will be working alongside a fantastic range of specialisms including, Art, Food, 3D Design and Photography, as a growing department we seek to introduce courses in Textiles and Graphics in the coming years. Your role would be to support students throughout their learning journey. To ensure a healthy and safe work environment through the routine maintenance of machinery and equipment.

### Responsible for:

The postholder will be responsible for duties covering apparatus and materials for experiments, initiating orders, health & Safety of laboratories and working areas and IT support.

### Specific responsibilities

- To have the knowledge or commitment to solve technical problems in the form of machines or equipment queries in all areas of Art, Design and Technology.
- Use of Laser cutter, 3D printing and CAD experience is essential.
- Use of relevant software such as 2D Design/Solidworks/Sketch up/Photoshop essential/ desirable.
- Restock equipment across all areas of Art, Design and Technology
- To prepare materials & equipment for practical lessons across Art, Design and Technology
- Placing orders for resources and completing deliveries on a regular basis across Art, Design and Technology
- Providing technical support during some practical lessons e.g. organising equipment, assisting with organisation before and during the lesson, storing students' practical outcomes safely and offering technical support to students in the subject areas..
- Maintaining high standards of hygiene, safety and cleanliness in food technology you will be required to use safe storage of food items.
- Have some experience of mounting displays for exhibitions and display boards for GCSE and A level work. Support with the promotion of ADT competitions and outreach projects.
- To maintain and monitor consumables and equipment to ensure all pupils are able to access a wide range materials and processes as part of their provision.
- To maintain machinery and equipment in accordance with Health & Safety requirements.
- Carry out Health and Safety checks on all equipment and machinery.
- Responsibility for maintaining DT/Art equipment related to occupational health and safety principles, including keeping up with all the files and maintaining a safe environment.
- To provide first aid support as appropriate
- Helping to set up and design the Science preparation room and classrooms
- Carrying out risk assessments for practical and technical activities

### Financial Accountabilities

- The post holder will have no direct responsibility for any financial resources but will assist in the management of the ADT budget and ordering

### Person specification

- GCSEs at 'C' grade or above or equivalent
- Previous experience in a similar field
- Ability to organise own time to ensure that resources are available when required.
- Ability to work to tight deadlines and be flexible in supporting other staff
- Ability to work effectively as part of a team
- Good interpersonal skills
- Ability to communicate well with all personal
- Willingness to lend a hand in the wider strood academy community where needed

### Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

