



## Job Description

<b>Job Title</b>	<b>Technician Technology and Art Technician</b>
<b>Salary</b>	<b>Grade 5: £20,438- £23,156 pa FTE (£9,461- £10,719 pa actual pro-rata salary)</b>
<b>Working Pattern:</b>	<b>20 hours per week for 39 weeks (term time + 5 INSET days)</b>

### **Purpose:**

To provide support to teaching staff in the preparation and delivery of lessons to ensure the highest quality teaching and learning takes place.

Within the art and technology rooms maintain or prepare equipment and resources for lessons as requested by teaching staff and store equipment after use. This includes ensuring health and safety rules are adhered to and notifying teachers of any difficulty in these areas.

### **Accountable To:**

The Head of Technology and the Head of Art who will both be the line manager of this post.

### **Key Responsibilities**

1. To prepare (and when appropriate manufacture) teaching material as required to ensure effective support for teaching staff.
2. With approval from the Head of Department order and purchase equipment/stock when required.
3. Order resources and equipment as required for lessons so that demonstrations and practical lesson run smoothly
4. To receive and check deliveries of supplies to ensure accuracy from suppliers
5. Maintain an inventory of resources, and undertake stock checks and rotation ensuring all resources are stored correctly to maintain health and safety standards
6. Support staff and students in using tools, equipment, processes and materials in order to assist learning.
7. Report any equipment or other maintenance issues promptly
8. Maintain up to date risk assessment logs and ensure all relevant warning signage and standards are placed in sight around the classrooms with locking and isolation systems in place on all high risk machinery.

9. Provide and maintain a safe and clean working environment at all times, liaising with the cleaning team where necessary
10. Work on own initiative as well as a vital member of the team
11. Plan and prioritise work effectively
12. To attend and participate in relevant meetings as required
13. To be responsible for department displays of work
14. Provide first aid if necessary (after training)

## Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• A basic understanding of the needs of learners</li> <li>• Knowledge of the potential barriers to learning</li> <li>• Good understanding of child/young people's development and learning processes</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of classroom roles and responsibilities</li> <li>• Knowledge of child protection legislation and procedures</li> <li>• Knowledge of school procedures</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in a relevant role in either a commercial or school setting</li> <li>• Experience of working with D&amp;T equipment</li> <li>• Knowledge of D&amp;T practical sessions</li> <li>• Ability to make preparations for practical work for D&amp;T curriculum</li> <li>• Administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working alongside other educational professionals within the guidelines of school-wide policies and strategies</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Good listening skills</li> <li>• Excellent interpersonal communication skills, including influencing skills</li> <li>• Good time management and self-organisation</li> <li>• Numeracy and literacy skills</li> <li>• ICT skills</li> <li>• Ability to keep accurate records</li> <li>• Ability to work successfully as part of a team</li> <li>• Ability to work on own initiative</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Minimum of GCSE or equivalent awards to demonstrate a good level of literacy and numeracy skills</li> <li>• First aid at work certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> </ul>

**Other Requirements**

- Enhanced DBS clearance
- Commitment to the school's policies and ethos
- Commitment to Continuing Professional Development
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children, young people and their families
- Emotional resilience in working with challenging behaviours and attitudes, using authority.

- Safeguarding qualification