

1. ROLE TITLE

School: Chilmington Green School

Reports to: Assistant Principal - Curriculum

Job Title: Art and DT Technician

2. PURPOSE OF ROLE

To work under supervision and direction as part of a professional team to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for pupils.

3. RESPONSIBILITIES

Key duties:

1. Prepare specific resources / materials / equipment for lessons, as directed lifting and moving equipment.
2. Maintain sufficient supplies of materials to enable delivery of lessons
3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse
4. Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order
5. 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
6. Undertake basic record keeping as directed.
7. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Any other duties required, commensurate with the responsibility and level of this post.

Individuals in this role may also undertake some or all of the following:

1. Assist in delivering practical learning activities for pupils
2. Provide clerical and administrative support as directed
3. Order supplies as directed

