

MAIDSTONE GRAMMAR SCHOOL FOR GIRLS
Job Description

POST TITLE	Design Technology & Art Technician
GRADE	Kent Range 3
Hours	8:30am-4:00pm term time only.
DATE	September 2020
RESPONSIBLE TO	Head of Art or Head of Design Technology
REPORTING TO	Head of Art or Head of Design Technology

Summary of Job:

To support teachers in the running of Art and Design Technology departments within the school.

General duties which apply to all subject areas:

- Provide support in lessons and occasionally lunchtimes across all key stages and subject areas
- To assist with and attend various departmental or school events e.g. open evenings, art & design technology exhibition
- To prepare stock orders and maintain stock levels across all subject areas
- To assist with the maintenance of displays and visual resources
- To prepare, photocopy and laminate resources
- To work with, and communicate effectively with, students in years 7-13 as well as working collaboratively with members of staff in the departments
- To be able to show a proactive, flexible and creative approach to tasks

Art Department:

- Assist with the organisation of the art rooms and manage the art materials and equipment
- Preparation of materials and equipment for lessons
- Organise the return of work to previous students
- Maintenance of department storage areas
- Maintenance of department library of books
- To assist with the glazing of pottery
- To load/unload the kiln

Design Technology Department:

- Assist with the organisation and cleanliness of the design technology rooms
- Preparation of materials, equipment and exemplar products for all disciplines
- Oversee the maintenance of machinery, tools and equipment across all disciplines through regular visual health and safety checks
- Appropriate record keeping of maintenance needs and the organisation of annual servicing
- Order, and shop for, consumables as and when required
- Ensure the safe and appropriate storage of foodstuffs and 3D artefacts
- Support individual students with practical requirements as necessary
- Photograph student's practical work as necessary
- Demonstrate/pre-record key skills or processes
- Print/cut student's CAD/CAM work
- Organise the return of work to previous students

Comply with school policies and procedures (including those relating to Equal Opportunities, Health & Safety, confidentiality and data protection) and uphold the ethos of the school.

To fulfil any other tasks reasonably requested by the line manager and Head teacher.

Person Specification

A list of characteristics required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this role. Thank you.

	Essential Characteristics	Source of Information
Qualifications	<ul style="list-style-type: none"> ● Art or Design qualification (Level 3 or above) 	Application form/ interview
Key Skills & Abilities	<ul style="list-style-type: none"> ● Good communication and interpersonal skills ● Ability to act on own initiative ● Ability to prioritise own workload and work as part of a team ● Creative and practical ● Common sense 	Application form/ interview
Knowledge	<ul style="list-style-type: none"> ● Aptitude for Art, Product Design, Food Preparation and Nutrition, and Fashion and Textiles ● ICT Literate including knowledge of using the cloud e.g. Google. ● Confident knowledge of 2D and 3D CAD programmes ● Knowledge of basic machine maintenance across all design technology disciplines 	Application form/ interview
Experience and Training	<ul style="list-style-type: none"> ● Willingness to complete appropriate training and professional development ● Experience of working in a school environment ● DATA Health & Safety accreditation ● Level 2 Food Safety & Hygiene certificate 	Application form/ interview
Personal Attributes	<ul style="list-style-type: none"> ● Genuine interest in art and design ● Collaborative, friendly and positive in outlook ● Calm and good humoured ● Creativity and a ‘can do’ attitude ● Ability to relate well to both staff and students ● Ability to work to deadlines ● Flexible and open minded approach to completion of work ● Adaptability ● Willingness to undertake a range of tasks ● Willingness and desire to learn 	Application form/ interview