

Job Title: Art and Technology Technician

Reporting to: Head of Department

Grade: 3

Overall Purpose of the Post:

Supporting teaching and learning in the Technology and Art departments on a day to day basis as directed by the Heads of Department.

Main Duties and Responsibilities

- To liaise regularly with the Heads of Department/Heads of Faculty.
- General preparation of materials and assisting with the demonstration of lessons.
- Ordering of resources and stock.
- Maintaining an inventory and management of materials and stock, including risk assessments
- Assisting teachers to support teaching and learning in the classroom including working with small groups of students.
- Printing, scanning, photocopying and laminating and mounting pupil's work and lesson resources.
- To ensure each teaching room is tidy and clean and free from hazards.
- To arrange for the regular safety inspections of all machinery and equipment.
- To ensure each teaching area is locked and secure when not in use.

DT

- Basic maintenance and setting up of workshop tools and machinery.
- Supporting staff in the use of ICT, including CAD/CAM.
- Organise, maintain and monitor all Technology tools, machines and equipment.
- Use of heat treatment facilities – brazing, welding and casting.
- Reporting of faulty machinery and liaising with contractors.

Food

- Ensure laundry is washed and dried in time for the next day it is needed.
- Preparing and clearing away of food demonstrations.

- Preparing and clearing away of stock and equipment for lessons.
- Cleaning and checking of equipment storage areas, communal areas and dry storage areas.
- Restocking of consumables, ingredients, stock rotation and control.
- Assisting with stock taking.
- Maintaining technology related machinery.

Art

- To prepare materials for Art lessons, as requested by each member of department, including clay preparation and setting up for lessons;
- Cutting and preparing materials for textiles.
- To complete paperwork, research and telephone bookings necessary for arranging Gallery Visits and Trips. Assist in completion of Risk Assessments.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.