

Job description

Job title:	Food and Art and Design Technician	Team:	<i>Core / Art and Design Department</i>
Reporting to:	Curriculum Leader Art and Design	Contract:	39 weeks (Term time plus 5 INSET days)
Grade:	5	Hours/week	32 - 5 days/week

Main purpose of the role

Work to support students' work in Core programme (food aspects) and Art and Design department (especially textiles).

Technicians are vital to the work of the school and they are seen very much as part of our whole team. They are expected to show a real interest in the work of the school and the students' learning in the subjects they are supporting, be flexible and well organised. It is important that he/she can use their initiative and work on their own when necessary.

Typical responsibilities include

1. Performing general duties within the Core and Art and Design departments including helping in preparation for lessons and cleaning up and maintaining teaching resources in good order; areas include kitchen, store rooms
2. Liaising with staff and other technicians to ensure adequate preparations have been made for successful delivery of lessons and examinations
3. Maintaining machinery and equipment and attending appropriate training courses as required. Prepare / update risk assessments
4. Control of stock of departmental materials and ordering new materials as necessary; managing the relevant budgets (Using our web-based system PS Financials)
5. Liaising with teachers to assist with students' learning in textiles, food lessons, other art and design disciplines.
6. Mount work from Art and Design examination students ready for display
7. Work as part of a team, supporting the team leader with workload so that deadlines are met, and being proactive
8. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
9. To carry out any other any other duties that your line manager or curriculum leader may reasonably request

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For all staff

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Person Specification	Art and Design Technician Criteria
Qualifications & Training	<ul style="list-style-type: none">• Qualified in English and Maths (GCSE A*-C, or level 4+)• First Aid trained or readiness to undertake emergency first aid at work training
Skills / abilities	<ul style="list-style-type: none">• An interest in the education of young people and secondary school systems• Care and attention to detail, and a methodical approach to work• Good communication skills, including the ability to negotiate sensitively in order to complete tasks efficiently• Good organisation skills and personal time management• Readiness to undertake appropriate training• Confidence to assess situations and respond when no source of immediate advice is at hand• Ability to recognise and respect confidentiality• Flexibility as a team member
Knowledge	<ul style="list-style-type: none">• A reasonable level of experience of PC applications in Windows/ Google Apps• Experience with e-mail and of using the internet• An interest in developing work-related IT systems• Basic knowledge of Health and Safety
Experience	<ul style="list-style-type: none">• Relevant experience of working in a complex organisation would be helpful• Demonstrable success in a similar post in a school or college• Relevant experience of working in a workplace kitchen and / or with textiles, cutting machinery, kilns, dark rooms, specialist printers, framing etc. would be helpful• Experience of providing a responsive, customer-focused service