

**JOB DESCRIPTION**

**Job title:** Art, Design & TechnologyTechnician

**Reports to:** Subject Leader

**Contract Type:** Full time/Part time permanent, term time only

**Location:** The Hertfordshire & Essex High School

**Date:**  June 2025

**Main Purpose of the Role**

The Design & Technology Department at the Hertfordshire & Essex High School delivers lessons in Art & Design, Product Design, Textiles and Food Preparation and Nutrition. The Design & Technology Technician provides technical support to Design & Technology teachers in lessons and ensures that resources and equipment are maintained and available as required.

**Duties and Responsibilities**

**Main duties and responsibilities**

* Ensuring that resources for teaching and learning are available for teaching staff and students
* Setting out any necessary equipment for practical lessons
* Giving supervision to individual students who are working in the department
* Supporting individual students in practical lessons as and when required
* Ensure a clean, safe and orderly working environment
* Clearing away equipment at the end of lessons and ensuring rooms are clean and tidy
* General administration tasks such as filing, photocopying and laminating
* Checking stock levels
* Carry out local shopping for materials required for practical lessons
* Placing orders with the Finance Department for larger orders
* Checking and unpacking new stock
* Keeping cupboards clean and tidy and organising the store room to make sure that resources and equipment are kept secure
* Check classroom equipment is clean and in working order, reporting maintenance requests to the caretaking team
* Assisting with the presentation of student work as required
* The Design & Technology Technician will be required to undertake a range of subject-specific tasks based on their skillset and primary department, such as cleaning the fridges, freezers and cookers in food; conducting sewing machine maintenance, preparation of patterns and fabric packs and transferring prints in textiles; machine and tool maintenance in product design printing digital photographs in art and design.

**Other responsibilities:**

* All staff are expected to demonstrate consistently high standards of personal and professional conduct and are expected to abide by school policies and the expectations outlined in the HEMAT Code of Conduct.
* Staff may be asked to undertake occasional other, reasonable tasks at the request of their line manager
* The school is committed to the safeguarding of children and all teachers are required to understand and follow any safeguarding policies and procedures that are in place

**PERSON SPECIFICATION**

**Qualifications**

* Minimum of GCSE grade C or above (or equivalent) in English and Maths would be desirable

**Experience**

* Relevant industry experience would be advantageous
* Experience working with children and young people

**Skills and Abilities**

* Excellent interpersonal skills
* Effective communication skills and ability to work collaboratively with staff and students
* Highly organised and calm under pressure
* Flexible and adaptable to the needs of the role
* A good understanding of the health and safety requirements associated with working in a practical classroom
* Ability to manage and develop a small team to provide effective technical support
* Meticulous with good attention to detail

**Other Requirements**

* A commitment to safeguarding children
* A commitment to the school’s mission and vision and
* Strives for the highest possible standards at all times
* Resilient and positive and willing to go the extra mile
* A willingness to make a positive contribution to the school community

This job description is not intended to be a comprehensive definition of a post. It may be subject to modification or amendment, in consultation with the post holder, to meet the changing needs of the school.