



## Job Description

Position: Art and Design Technician  
Pay Spine: H4  
Start date: September 2019  
Employment type: Full-Time (term time only)  
Accountable to: Director of Learning  
Job Purpose: To support the Art and Design department

### MAIN DUTIES AND RESPONSIBILITIES

- Plan, prepare and set up specific resources for one off demonstrations and controlled assessment tasks / materials / equipment for lessons, under general direction of the class teacher
- Contribute to the development of lesson and work plans
- Develop, prepare and maintain specialist resources as required
- Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access/misuse
- Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- Update records, including production of reports and analysis of information – COSHH, CLEAPS, update records and liaise with Health and Safety on substances and location
- Contribute to planning and development of systems, policies and procedures for their technical area. Best and safe working practices for equipment and machinery
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards
- Order and maintain resources within an agreed budget, proactively order resources based upon planned projects, usage and specific needs
- Demonstrate the use of equipment to technical and other staff
- Ensure the adherence to health and safety regulations by technical support staff within the school
- Supervise the training and development of other technical support staff. Provide clerical and administrative support to the classroom teacher as directed using the school rewards and consequences system, following school behaviour policy

### GENERAL

- To take part in:
  - Professional development and training, including INSET sessions.
  - School performance management process.
  - Undertake any other reasonable duties, commensurate with the level of the post, as requested by the Office Manager, Business Manager, SLT or Headteacher.

### NOTES

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document and school policies.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service check.



## Person Specification

- Working at or towards appropriate national occupational standards (NOS)
- Knowledge / skills equivalent to national qualifications level 3 or equivalent experience in a specialist area
- Appropriate certified training to use wood and metal work machinery
- Up to date knowledge of appropriate use of specialist equipment
- Good understanding of health and safety at work
- Reliable and trustworthy
- Confident and enthusiastic
- Flexible and adaptable
- Willing to take responsibility
- Ability to build positive relationships
- Excellent inter-personal skills with all people
- Smart appearance
- Pride in work and school environment
- Good communication and organisational skills
- Ability to prioritise/manage workload and work to deadlines
- An understanding of support systems for students and staff
- Highly motivated
- Have a sense of humour