

Batley Multi Academy Trust - Job Description

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| Trust/School Post: | Upper Batley High School |
| Department: | Creatives |
| Post: | Technician |
| Grade: | 5 |
| Accountable to: | Head of Department |
| Responsible for: | N/A |
| Purpose of Job | |
| <p>The Creatives Team at Upper Batley High School teach Design and Food Technology, Music, Art and Photography. The role of the Creatives Technician is to provide support to the whole team in terms of maintaining equipment, setting up practical resources and providing assistance and advice in meeting the needs of the Creatives curriculum.</p> | |
| Responsibilities | |
| <p>Creative Studio Technical Support and Maintenance</p> <ul style="list-style-type: none"> • Assist in the maintenance of materials, stock and equipment required for demonstration and for practical work across a range of creative subjects. • Set up demonstration practical's as requested, ensuring they work effectively and are cleared away. • Assist in the general maintenance of the Creative Studios ensuring that all surfaces and equipment are clean and safe to use. • Support in the maintenance and setting up of the Cooking and Nutrition Studio, including washing/ drying up, laundry, weekly hygiene/ safety checks, maintenance of relevant equipment. • Deliver equipment and resources to Creative Studios as requested. • Collect, clean, check and return materials, tools and equipment to stores. Maintain stores as directed by the Head of Department. • Use ICT and relevant CAD/CAM equipment (such as laser cutters, 3D printers). • Maintain and repair workshop studio tools and equipment to required standards, including obtaining estimates for more complex repair work. • Undertake monthly/ weekly/ daily checks for maintenance across the Creatives department. • Test new equipment and support the team to devise new practical activities. | |

- Construct and/or modify workshop/ studio resources for use and display.
- Support other departments, where directed, in the maintenance of demo equipment/ manufacture of equipment.
- Support a variety of learners in Creative lessons including working one to one or with small groups of learners.
- Work closely with the Creatives department on whole school projects. E.g. World Book Day, Creatives Showcase, video making for various events such as Presentation Evening.

Health and Safety

- Assist in the safe storage of and/or disposal of equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the Creative Studios).
- Inspect, maintain and ensure correct use of safety equipment.
- Keep up-to-date with health and safety requirements and with developments in Creative subjects by attending courses and reading publications. (Design Technology, Art, Music, Photography).
- Give health and safety advice to teachers and learners.

Administration

- Assist in the operation of an effective system for ordering, stocking, storing and distributing of items used in the Creatives Department and maintain appropriate records.
- Operate all relevant information and recording systems including cataloguing, filing, inventories, and legal records as they relate to Health and Safety and equipment/appliance testing.
- Receive and check deliveries and associated invoices.
- Obtain materials by local purchase.
- Assist with efficient admin systems within the Creatives department.
- Maintain displays and equipment.
- Undertake a range of reprographic duties.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

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| Post: Creatives Technician | Grade: 5 |
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

| Qualifications, Skills, Experience | Essential/Desirable | Method of assessment |
|---|----------------------------|-------------------------------------|
| The role requires a minimum of 5 GCSEs Grade 4 – 9 (A –C) or equivalent. | Essential | Certificates |
| Qualifications in Design and Technology or equivalent Creative based subject. | Desirable | Certificates |
| Relevant previous experience in a technician post, or a role which includes similar duties and responsibilities. | Essential | Application Form/ Selection Process |
| Experience of working with children/young people. | Desirable | Application Form/ Selection Process |
| An understanding of & ability to use digital software such as Adobe Photoshop, Premier Pro and/or relevant CAD/CAM machinery. | Desirable | Application Form/ Selection Process |
| Knowledge of Health & Safety within a creative environment. | Essential | Application Form/ Selection Process |
| Detailed knowledge of the operation of workshop tools and equipment relevant to a creative environment. | Desirable | Application Form/ Selection Process |

| Performance Attributes <i>Please note, all the following criteria are essential</i> | Method of assessment |
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| Good literacy and numeracy skills. | Application Form |
| Good IT skills. | Application Form |
| Effectively communicates and exchanges orally or in | Application Form |

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| writing varied information to inform others, including colleagues, students, parents/carers and members of the public. | |
| Works cooperatively as part of a team, taking responsibility for activities as directed | Application Form/ Selection Process |
| Takes a flexible approach to changing priorities or unexpected situations. | Application Form/ Selection Process |
| Consistently performs to the best of their ability as directed and delivers an efficient and effective service. | Application Form/ Selection Process |
| Resolves issues and problems with minimum disruption to others. | Application Form/ Selection Process |
| Recognises the importance of continued professional development and identifies training needs. | Application Form/ Selection Process |
| Works with integrity and professionalism. | Application Form/ Selection Process |