



Job description – Creative Arts Technician

Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.

<p>Summary of the role:</p>	<p>This role is primarily to support the day-to-day running of our Food Technology & 3D Design lessons. You will undertake a practical health and safety role for the department and be committed to supporting students in an educational setting. Additionally, you will be required to provide general administrative support to ensure the smooth running of the Creative Arts Department.</p>
<p>Conditions:</p>	<p>Salary: NJC Scale 4, points 8-10 Contract: Permanent Hours: 40 hours per week, 40 weeks per year</p>
<p>Main duties and responsibilities:</p>	<p>MAIN DUTIES:</p> <p>General:</p> <ul style="list-style-type: none"> • Place orders for ingredients and other materials and equipment for the department. • Responsible for receiving, and accounting for new stock and equipment. • Keep an up-to-date inventory of tools, equipment, and materials. • Maintain the Health & Safety folder, including COSHH. • Organise routine maintenance and repair of equipment and arrange external repairs when necessary.



- Oversee the organisation of specialised teaching areas, stores, and preparation rooms.
- Liaise with the Head of Faculty for all budgets, payments, and orders, keeping up-to-date records.
- Provide general admin support for the department, including photocopying, organizing resources, and organising cover.

Essential:

Health & Safety:

- Maintain a safe and clean working environment at all times.
- Carry out daily visual checks of all machinery before use by students, maintaining and mending equipment and machinery when necessary.
- Ensure all equipment is accounted for, in correct numbers, and in the correct place; order replacements when necessary.
- Store all tools and equipment securely after use and control the use of specialized equipment and materials.
- Report any misuse of tools, equipment, and materials, as well as incidents of misconduct, including health and safety hazards, to the Head of Department.
- Contribute to the development and maintenance of satisfactory safety standards and ensure compliance with Health and Safety regulations for the safety of staff and students.
- Ensure all students follow the correct health and safety procedures, such as wearing the correct protective clothing.
- Ensure all ingredients are stored hygienically and tools are stored appropriately in the classroom and store cupboard; all food should be kept clean, tidy, and within date, following safety regulations.
- Enforce safety regulations for all equipment, machinery, and the cleaning and sterilizing of tools/equipment.

Lessons:

- Prepare materials for Food Technology & 3D Design (workshop) lessons, as requested by specific staff using the appropriate machines or tools. This includes putting out subject specific equipment such as; tools, tea towels, oven gloves, and dishcloths, as well as washing and tumble drying these items.
- Prepare ingredients for lessons when needed.
- Demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction.
- Provide support to students and assistance to the subject teacher during practical lessons.
- Collect and maintain data about food allergies to ensure teachers are aware of possible issues and ensure student safety.
- Ensure each teaching room is tidy and clean after lessons, including the cleaning of sinks, draining boards, equipment, surfaces, and any other areas.

Other:

- Carry out other tasks reasonably requested by Head of Faculty in accordance with the post holder's skills and qualifications.
- Support with trips and visits as directed by Head of Faculty or department members
- Support calendared school activities and events, such as Open Evenings, exhibitions, moderation and Collapsed Days.
- Attend any specific technician training as required

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills / GCSE (or equivalent) in Maths and English. 		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Understanding of health and safety and security related to the post 	<ul style="list-style-type: none"> • experience of working with students • familiarity with email and School ICT systems 	Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> • Use of relevant equipment/resources. • Excellent attention to detail • Effective communication skills in person and in writing 		Contents of the application form Interview Professional references

<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of Health & Safety procedures and precautions. • Awareness of health and hygiene procedures. • Knowledge of moving and handling. 	<ul style="list-style-type: none"> • Knowledge of relevant polices /codes of practice & awareness of relevant legislation. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Ability to work under pressure. • Ability to work independently and use own initiative. • Able to deal with difficult situations effectively. • Understand and support the importance of physical and emotional wellbeing of students. • To maintain confidentiality. • Organised, Dedicated, Resilient with Good time management. • A good sense of humour. • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> • To be highly motivated and committed. • Willingness to participate in ongoing professional development. • Team Player. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none">• emotional resilience in working with challenging behaviours• positive attitude to use of authority and maintaining discipline		
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