

Job Description for Art and Technology Technician

Purpose of Job:

To work under the direct instruction of the Head of Department and Curriculum Leader to deliver high quality resources that support learning across all aspects and subjects within Art and Technology.

Principal Responsibilities

- Respond to teachers requisition for their Art and Technology lessons by preparing in advance of lessons all necessary equipment, resources and documents; delivering them to the relevant classroom and laying out as requested.
- Control equipment in and out of stores including maintaining adequate supplies.
- Ordering consumable materials and maintaining stock levels for the department.
- Maintaining a relationship with suppliers and technical support contractors to ensure best service.
- Recording of items to be ordered.
- To follow and develop risk assessments.
- Ensure that statutory health and safety regulations and safe practice are complied with.
- Undertake appropriate training in the application of health and safety law.
- Remove from use any equipment that is deemed unsafe and report it to your line manager.
- Monitoring and maintaining equipment and resources, ensuring it meets all relevant health and safety requirements and liaising with relevant servicing companies
- Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and relevant machinery certification.
- Work with the school's appraisal process to evaluate and improve performance and take full advantage of the training and development available.

Work Profile

Prepare and clear up materials and equipment for lessons and examinations

- Allocation of materials to students.
- Assisting during lessons.
- Assist teachers in carrying out risk assessments for demos and practicals.
- Assist teachers with demonstrations and practical in the classroom.
- Assisting teachers in organising external designers to conduct workshops in school and co-operating with the Head of department in planning the itinerary
- Routine checking of equipment including checking/emptying of extraction on a scheduled basis
- Arranging for repair of equipment.
- Cleaning of storerooms.
- Arrange for photocopying, collation and stapling of written teaching materials and internal examination papers.
- Arranging displays around the school.
- Help to supervise school trips.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.

- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.
- Maintain confidentiality at all times.
- To undertake any tasks as reasonably directed by the Headteacher.

Other Information:

Kingsbridge Educational Trust and schools are committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.