**Art & DT Technician Job Description**

**All about the role**

Responsible to the Curriculum Leader, the purpose of the role is to provide timely support to all teaching staff in the DT and Art department. The post holder will prepare and provide all materials for lessons, ensure stock levels are maintained, ensure all health and safety regulations are adhered to, undertake administration tasks, cleaning of equipment and facilities and make regular checks of all art equipment.

The post holder will have daily contact with students therefore must have the ability to relate well to all young people.

**Job Description**

The purpose of the role is:

* To provide efficient and effective support to the teaching staff of the Creative Industries subject including Food and Nutrition, Art, Textiles and Design Technology.
* To maintain an orderly Design Technology workshop area by setting up power machinery, including our laser cutter, and practical workshops for lessons to providing students with a relevant and effective Design Technology experience.
* To keep the workshop areas (Art, Food and DT) in a tidy safe condition and ready for use in accordance with the required standards.

**Duties and Responsibilities - Lesson Preparation and support**

* To prepare materials (paper, card, clay, metal, wood trades and other associated materials) for classes of students. Also, when using necessary power machinery, as requested by the Design Technology teacher.
* Setting up equipment and machinery for lessons as required and be able to determine any technical difficulties with projects and give advice to the teachers.
* To be able to read project details as supplied by the Creative Industries Teachers and prepare materials to undertake the construction and as necessary produce a prototype or in The Food and Nutrition kitchen.
* To work alongside teachers in supporting the designing and making of products for demonstrations/exemplar in lessons, as well as provide technical support to Creative Industries teaching staff.
* To obtain quotations and order materials as required by the Creative Industries teachers. This can be weekly and include maintaining contact with our community sponsors or donations received from other parties.
* To ensure a high standard of safety and cleanliness in all learning areas within the workshops and the Creative Industries areas (Art, DT and Food).
* To ensure the technician’s workshop area is kept secure, clean, tidy and free from all hazards.
* To keep sinks/ benches clean; keep stock areas and resource/equipment /tool cupboards clean, tidy and in good order.
* To maintain students’ borrow lists for specialist equipment and sharps and items lent to other departments.
* To control and store safely all chemicals, flammables, used in the workshop areas and ensuring that current Health & Safety, COSHH regulations are adhered to. This includes maintaining the kiln, to ensure it is in working order for a range of ceramics projects.
* To show a willingness to develop the Arts Award within Art and cross-curricular.
* To actively engage in our current creative network and by supporting visits and exhibitions. To assist in the organisation and preparation of displays for open evenings and other school events within the Technology areas.
* To facilitate, co-curate and support an annual GCSE Art and 3D Design Exhibition.

**Day-to-day**

* Establish daily, weekly, and termly routines for the safe use of workshops and machinery.
* To carry out daily visual checks of all machinery/appliances, before being used by students.
* Maintain equipment, machinery to recognised standards and communicate faults/concerns to the Premises Manager for the problem to be solved.
* To complete any appropriate records or documentation as required by the Premises Manager/HR to comply with necessary statutory requirements.
* Attend all health and safety training courses as determined by the management of the school and undertake any training, which will enhance duties.
* Establish good working relationships with all other staff.

**Other Duties:**

* To assist staff in the production and updating of displays within the Creative Industries area.
* The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

**Knowledge and Skills required:**

**The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils.**

**Hours of work: 37 hrs per week TTO. 8:00 -16:00 with a 30-minute break. Part time also considered for the right candidate.**

**Salary: Grade E, 6-8. Actual salary:** £18,368 - £19,045, pending annual pay review.

**Contract type: Permanent**

**Closing date (and time): Friday 9th June 2023 (midday). The school reserves the right to close the advertisement early should a sufficient number of applications be received.**

**Interview date: Week commencing 12th June 2023**

**Commencement date: ASAP after interview**