Islington Futures
A federation of community schools

Job Description

Post title: Art & Technology Technician

Salary: Scale 4

Working hours: 8:30am – 4:30pm, term time only

Reporting to: Head of Art and Technology Faculty

Responsible to: Head of Faculty

Responsible for: For the technician service to the Art & Technology Faculty. Scheduling own work.

As an Art Design and Technology technician, your tasks would include:

- Preparing, setting up and checking equipment (including sewing machine, food technology and art equipment).
- Support teaching staff and students during lessons.
- Putting away equipment after lessons.
- Ensuring a safe environment.
- Organising and storing equipment and checking and maintaining stock.
- Repairing, maintaining and modifying equipment.
- Administrative tasks.

Specific tasks will include:

1. Ensuring general maintenance of all specialist art and technology rooms including liaising with contractors where appropriate.
2. Preparing a range of teaching materials and components (including paper, machinery, fabric and food).
3. Assisting in practical lessons.
4. Instructing staff, and students in the use of tools and equipment and providing technical advice when required.

5. **Financial and resource management:**
    a. Ordering materials, stationery and equipment.
    b. Selection of new items of equipment and where appropriate recommending items to the Head of Subject/Faculty.
    c. Research sources of supply which are cost effective.
    d. Receiving deliveries and certifying invoices for payment.
    e. Shopping for food technology supplies.
    f. Setting up a system of stock control for consumable stock, managing appropriate storage systems.
    g. Ensuring adequate stock in classrooms and in the Faculty.

h. Making regular checks on non-consumables, ensuring stock levels are maintaineed and keeping appropriate records.
i. Keeping financial records, liaising with the school business manager and providing the Head of Faculty and Heads of Textiles and Food with periodic financial statements and budget recommendations.
j. Organising the sale of equipment to students, such as sketch books/ingredients keeping appropriate accounts and records.

6. Health & Safety:

a. Maintaining high levels of safety and security in all the specialist rooms in the faculty at a level which complies with current H & S legislation.
b. Carrying risk assessments for all the faculties activities and updating these as necessary.
c. Ensuring that statutory requirements for the control of substances hazardous to health are met.
d. Ensuring that first aid equipment is available and ready for use.

7. Administrative Support:

a. Maintaining Faculty display under the guidance of the Head of Faculty
b. Prepare work for exhibitions and for examiners.
c. Supporting practical examination administration.
d. Support Faculty trips and the organisation of workshops.
e. Photocopying for teachers.
f. Preparing reports as needed.
g. Support the Faculty with assessment records.
h. Support Faculty record keeping.
i. Other Technician duties as from time to time specified by the Head of Faculty.
j. To undertake training as required, to include First Aid, Health & Safety and Child Protection training.

Person Specification

E=Essential D=Desirable

Qualifications and training:

1. Degree and/or educated to NVQ Level 3 or equivalent (D)
2. Level 2 qualification in English and Mathematics (E)
3. First Aid training or the willingness to undertake training in this area (E)
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area (E)

Knowledge and experience:

1. Experience of managing and quality assuring the work of others (D)
2. Experience of working in a school setting (D)
3. Evidence of work with young people, either in a paid or voluntary capacity (D)
4. Evidence of the ability to use a range of tools (E)
5. Knowledge of child protection and equality requirements (E)
6. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages (E)
7. Good ICT skills (E)
8. Good administrative skills (E)
9. Evidence of creative experience/skills (E)

Personal skills and qualities:

1. Excellent written and verbal communication skills (E)
2. Excellent record of attendance and punctuality (E)
3. Good interpersonal skills (E)
4. Ability to work to deadlines and prioritise effectively (E)
5. Ability to work on your own initiative and as part of a team (E)
6. Ability to plan systematically (E)
7. A passion for ensuring young people achieve success (E)
8. Ability to form and maintain appropriate relationships and personal boundaries with children and young people (E)
9. Willingness to work flexible hours when required (E)
10. Understanding and commitment to the aims and objectives of the Islington Futures Federation (E)
11. Commitment to Equalities and Safeguarding legislation (E)

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. ***This position is subject to enhanced Disclosure and Barring Service clearance.***