



## The King's School Job Description

<b>TECHNICIAN (SPECIALIST – Art, Design Technology &amp; Textiles)</b>	
<b>Purpose:</b>	Working with the Art and Design & Technology teachers to provide assistance and information, as required, in the preparation and resources for practical lessons that meet both the Health and Safety standards and requirements of the classes involved.
<b>Responsible to:</b>	Lead D&T Technician
<b>Working time:</b>	20 hours per week (split between 12.5 hours in the Art Department and 7.5 hours in the D&T department), 39 weeks per year (term-time plus INSET/training days). Working pattern to be agreed with Line Manager
<b>Salary/grade:</b>	Support Staff Grade C Point 3-5: Actual Pro Rated Salary £10,369-£10,511. For Exceptional Performance in Role up to £11,459.
<b>Disclosure level:</b>	Enhanced
<b>Support teachers and students by:</b>	<ul style="list-style-type: none"> <li>To assist in the preparation of materials, equipment, resources and teaching aids for classroom use across the two departments as directed by the teaching staff.</li> <li>To construct, assemble and modify equipment for demonstrations in preparation for lessons, as directed by the teaching staff.</li> <li>To ensure that equipment, resources and teaching aids are delivered to the designated classroom for the start of the assigned lesson.</li> <li>To assist with exhibitions, demonstrations and displays as requested.</li> <li>To work with teachers and students during practical work, giving advice to targeted students in the development of their tasks, including safe operation and demonstration of the equipment.</li> <li>To tidy up and clean the equipment in the art and D&amp;T rooms or other working areas, materials and equipment including breakages, spillages and disposing of waste material to ensure a safe and hygienic working environment at all times.</li> <li>To research suitable supplies of resources, prepare orders, check deliveries of resources and equipment, ensuring all resources are checked, stored safely and securely.</li> <li>To undertake stock checks of materials and equipment in accordance with the established system and report stock levels to the relevant members of teaching staff.</li> <li>To maintain equipment and resources to ensure good, safe working order of all resources, including routine PAT testing and maintenance programme checks, assistance in servicing and undertaking minor repairs (as trained).</li> <li>To be familiar with particular hazards of chemicals, materials and equipment in line with COSHH, CLEAPPS and other relevant Health and Safety guidelines and guide students where appropriate. To remain aware of current safety guidelines provided by staff in charge of Health and Safety.</li> <li>To issue and receive back resources, including the reimbursement for materials products and artefacts made by students, in accordance with the school's charging policy.</li> <li>To oversee the return of GCSE and Post-16 work after the examination series is complete.</li> <li>To work to the established organisational practices of the department so as to ensure the efficient organisation of work and storage areas, ensuring that all working areas are left in a safe and secure state at all times.</li> <li>To support the relevant staff with the organisation of any trips and visits.</li> <li>To support the upkeep of the department and displays.</li> </ul>



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<p><b>Other specific duties:</b></p>	<ul style="list-style-type: none"><li>• To communicate effectively between relevant teaching staff and yourself to assist in the smooth running of the departments.</li><li>• To take part in the school's staff development programme.</li><li>• To continue personal development in the relevant areas.</li><li>• To engage actively in the appraisal process.</li><li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li><li>• Supporting the teaching staff and thereby the achievement and progress of students.</li><li>• To provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.</li><li>• To actively promote the school's corporate policies.</li><li>• Establish constructive relationships and communications.</li><li>• To comply with the school's Health and Safety policy.</li></ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's <b>Safeguarding and Child Protection Policy</b> and the <b>DBS Disclosure Policy</b>, which can be found on our website (About Us – Policy Documents). <b>We are committed to safeguarding the welfare of students, so all staff are enhanced DBS checked.</b></p>	