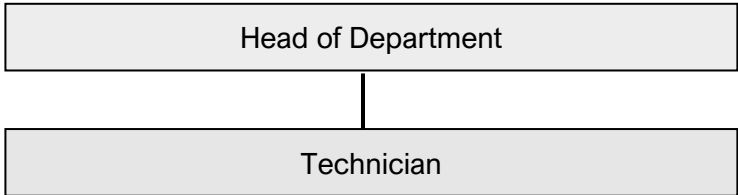




Job Description

Role	Art and Design (inc Food Technology) Technician	School/Department	Maiden Erlegh Chiltern Edge
Grade	Grade 4, Spinal Points 7 to 11	Reports to	Head of Department
Job evaluation code	MEC020	Date of evaluation	May 2022
Purpose	To assist in the preparation of materials and equipment for art, design, and food technology lessons to ensure smooth and efficient operation of classes		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	pupils, teachers, support staff	none	N/A
Key accountabilities	To work with teaching staff to safely deliver practical elements of lessons, ensuring compliance with Health & Safety at all times. In conjunction with the curriculum leader, ensuring that the departmental resources are appropriately maintained and looked after. To provide technical guidance to students and staff as required.		
Main duties and responsibilities	<ul style="list-style-type: none"> • Preparation of resources, including assembling and modifying apparatus and equipment. • Assisting in practical classes & carrying out demonstrations. • Obtaining materials by local purchase. • Giving technical advice to teachers, technicians, and pupils/students. • Carrying out risk assessments for technician activities. • Keeping up-to-date with Health & Safety requirements and giving Health & Safety advice to technical staff, teachers and students. • Disposal of waste materials. • Checking first-aid kits and other relevant equipment used in the department, carrying out electrical and other safety checks, etc. • Organising, storing, and checking the condition of art material and food technology equipment, including checking, and returning equipment to stores. • Attending department meetings. • Setting up and caring for plant and animal collections. • Preparing standard art solutions. • Prepare and arrange display of student artwork as directed by Head of Department. • General cleaning and repair of equipment. <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.</p>		
Other requirements and responsibilities	Enhanced DBS Clearance required		
Structure chart	 <pre> graph TD A[Head of Department] --- B[Technician] </pre>		



Person Specification

Role	Art and Design (inc Food Technology) Technician	School/Department	Maiden Erlegh Chiltern Edge
Grade	Grade 4	Job evaluation code	MEC020
Qualifications, training and education	<ul style="list-style-type: none">• NVQ Level 2 or equivalent in a Science/technology or Art subject.• First aid training (desirable but not essential).		
Experience	<ul style="list-style-type: none">• Knowledge of Health and Safety including Control of Substances Hazardous to Health (COSHH) Regulations.		
Skills and abilities	<ul style="list-style-type: none">• A sense of responsibility.• Ability to take initiative and work independently.• Ability to work within a team working environment.• Excellent communication and interpersonal skills.• Ability to prioritise tasks.• Confidentiality at all times.• A pro-active and flexible approach to work.• Decision making skills.• A willingness to learn and develop personal skills.		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p> <p>This post requires the handling of some hazardous or dangerous chemicals under the COSHH regulations</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	