



## **JOB DESCRIPTION**

**Job Title:** Art, Design and Technology Technician

**Responsible to:** Director of Faculty

**Grade:** JG4 £19,474 - £21,703. Actual starting salary £8,440p/a

**Contract:** Part time, 18.5 hours per week. Term Time Only + INSET

### **Purpose of the Role**

You will be responsible for providing a comprehensive technical service to the Art, Design and Technology faculty, thereby assisting the teaching staff in ensuring that students maximise every opportunity to achieve academically and personally.

Working under the general direction of the Director of Faculty, and in partnership with the Art, Design and Technology Technician and Food Technician, assist the faculty in meeting the defined standards and qualities essential for a safe school environment.

To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the Academy, working within agreed policies and procedures.

### **Main Responsibilities**

#### **Academy/Line Manager Support**

- Get involved in supporting and developing a culture of team working for the benefit of students, and the school generally
- Participate in appropriate staff meetings and Academy events
- Contribute to the wider life, ethos and aims of the Academy.

#### **Faculty Support**

- Be responsible for the workshop and equipment and machinery within, including the carrying out of maintenance checks
- To keep worktops, stock room, tool room and practical rooms clean, tidy and in good order
- Support the teaching staff in the preparation of materials across the Art, Design and Technology faculty
- Provide technical assistance in the classroom where appropriate and when required by teaching staff
- Prepare materials and equipment for lessons and projects, including the ordering and storing of classroom resources and items
- Assist students in the safe use of machinery and in the preparation of materials for course project work
- Use and maintain the Academy Computer Aided Manufacture apparatus to help produce student designed components and artefacts
- Support the preparation of display materials and equipment for Parent's evenings where appropriate
- Carry out gas/arc welding and metal casting operations as required for the production of students' course project work
- Use maintain and ensure cleanliness of all machinery and hand tools in the Technology work areas
- Use and maintain basic electrical equipment and carry out minor repairs as and when required
- Prepare materials for use within the faculty, including the production of equipment

- Order, distribute and store materials and equipment for the Art, Design and Technology faculty
- Monitor and maintain general art equipment across the art studios
- Carry out the sharpening of tools as required
- Be responsible for the maintenance and repair of all equipment within the faculty
- Be responsible for the maintenance and repair and making of guarding for machinery used in the workshop areas.

### Health & Safety

- Assist with the general Health and Safety aspects of the Faculty: safe storage of all materials and equipment ensuring that current Health and Safety, COSHH, and ES&C regulations are adhered to
- Be responsible for the provision of clean and usable protective clothing such as safety goggles and masks
- Be responsible for the provision and maintenance of necessary safety notices, and maintain records of equipment checks.

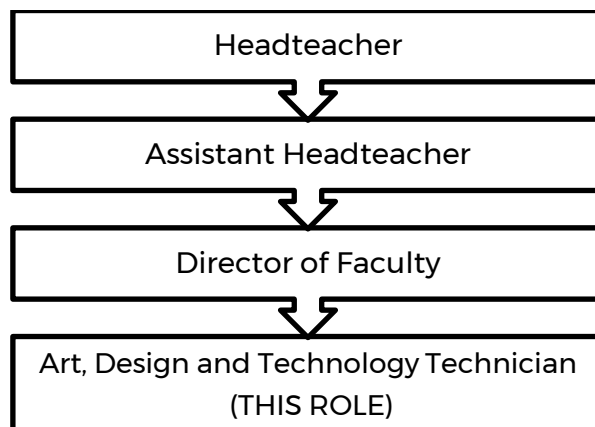
### General Responsibilities

- Undertake any other duties, as directed by your line manager, which are commensurate with the grade of the post to support the operational activities of the Academy
- Show a commitment to continuous professional development through self-evaluation and reflection.

### Working Relationship & Contacts

- To develop and maintain constructive working relationships with other professionals.
- To develop and positive relationship with the Academy staffing community.
- To liaise with staff, students, external agencies and suppliers where necessary.

### Structure





### **Further particulars & information**

**Probation:** This post is subject to a 6 month probation period.

**Contract Duration:** Permanent.

**Confidentiality:** Some of the work undertaken within the Academy is of a highly confidential nature. The post-holder must at all times maintain confidentiality and work within the Academy's data protection parameters.

**Annual PDR:** All staff undergo an annual Performance Development Review as part of performance management at Churchill Academy & Sixth Form.

The above duties are not an exhaustive list and some changes to the job description and duties may occur.

For any further information please contact [HR@churchill-academy.org](mailto:HR@churchill-academy.org) or call 01934 852771 and ask for HR.

**PERSON SPECIFICATION – ART, DESIGN AND TECHNOLOGY TECHNICIAN**

<b>SKILLS CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>English and Maths at GCSE grade C or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Relevant vocational training</li> <li>Health &amp; Safety qualification e.g. NEBOSH; COSHH</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Strong team-working skills</li> <li>Strong interpersonal skills and the ability to maintain good working relationships with colleagues and students</li> <li>Strong IT skills</li> <li>Acts upon advice and feedback to improve and develop professionally</li> <li>Able to interpret instructions and follow procedures effectively</li> <li>A commitment to the safeguarding and wellbeing of all students.</li> <li>Good communication skills both orally and in writing</li> <li>Good time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Good working knowledge of Health and Safety regulations</li> <li>Knowledge of COSHH and ESCC regulations</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of creating and working with wood, metal and plastic to produce products preferably within an education environment</li> <li>Ability to operate a range of machinery</li> <li>Knowledge and experience of safe working practices in relation to the handling and usage</li> <li>Experience of dealing with third parties e.g. suppliers</li> </ul>	<ul style="list-style-type: none"> <li>Use of ICT in regards to MS Office and CAD/CAM packages</li> <li>Experience of craft and/or design project situations</li> <li>Experience and knowledge of maintaining tools and equipment</li> <li>Experience of ordering systems to purchase stock</li> <li>Experience of working in an Art, Design &amp; Technology environment</li> <li>Experience of working in an education setting in a similar role</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Organised and methodical</li> <li>Enthusiastic</li> <li>Resilient</li> <li>Flexible</li> <li>Ability to work under pressure at time</li> <li>Ability to work with minimum supervision</li> <li>Commitment to the provision of a high quality service</li> <li>Ability to undertake all the physical aspects of the role</li> <li>A commitment to continuous professional and personal development and improvement</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to contribute to the Academy's extra-curricular programme.</li> </ul>



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**Churchill Academy is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced Disclosure & Barring Service clearance, pre-employment medical check and satisfactory references.**

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