

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.

Title of Post: Creative Enterprise Technician

Date: May 2024

JOB DESCRIPTION

Purpose	To provide technical and administrative support, practical assistance and advice to staff and pupils within the CE department. The CE Department consists of Design and Technology, STEM, Art & Design and Computer Science. The focus of this post is primarily on Design and Technology, STEM and Art & Design.
Responsible for	There are no line management responsibilities in this post
Reporting to	Head of CE
Liaising with	All staff, students, parents, Governors, visitors, external bodies & associations and stakeholders.
Scale/Grade	Scale 4
Terms & Conditions	36 hours per week x 52 weeks per annum Colleagues may be required to work out of hours by negotiation.
Main Duties	• Prepare the learning environment, resources and equipment required to deliver outstanding CE lessons (Art, CS, DT, STEM) • Ensure the learning environment is left clean and tidy after lessons - undertaking simple cleaning of fittings, surfaces, equipment and care of sinks. • Assist the Subject Leaders with the management of stock levels for each department, preparing orders for signature, checking deliveries, ensuring invoices are passed to Finance Team for processing. • To ensure suitable knowledge & competence with digital platforms and CAD including 3D printing. • Organise the recycling of paper and disposable resources within the CE department and the procurement of recyclable products for lessons - from within and outside the school. • Organise hospitality as required by the department. • Provide administrative support to staff within the department. • Assist the Subject Leaders with the organisation of regular exhibitions, both internal and external, and ensure that displays are set up and dismantled in a timely manner.

	• Provide in-class support to students as required. • Use digital media to document students' work, exhibitions and displays for record keeping and promotional purposes. • Ensure that the learning environment across the CE Department is stimulating, safe and hygienic. This includes liaising with the cleaners / Resources/Office Manager and other colleagues. • Ensure that regular health and safety servicing and maintenance checks and repairs of equipment are completed. • Follow and promote Health and Safety procedures consistently and conscientiously at all times. This includes protocols in lessons and checking the classrooms. • Undertake Health & Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors. The post holder may be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency. • Assist the Head of Department with the inventory of all equipment within the CE department. . • Provide advice and support for teachers and other staff beyond the CE department who wish to deliver an aspect of CE technology, including display. • Provide support to the department's extra curricular programmes as required. • Assist with student management at lesson change over. • Attend CE department meetings as necessary. • Be responsible for ensuring that all relevant school policies are followed. • Undertake all reasonable requests from the line manager or senior member of staff
Other Specific Duties	• Assist in the supervision of students as required, for example in exams, on trips and at break times. • The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities. • Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy. • Ensure all work is appropriately documented and kept up-to-date. • Keep abreast of current legislation and developments in relation to your role and attend training where appropriate. • Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all. It is expected that the post holder will carry out her/his responsibilities within this philosophy. 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.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. **This role is subject to an enhanced DBS check.**

Title of Post: Creative Enterprise technician

PERSON SPECIFICATION

Skills & Aptitudes	• Good IT and practical skills including proficiency in a range of IT programmes and the specialist equipment use that are required for this role • Ability to communicate clearly and concisely and accurately in writing and orally with a variety of audiences • Good interpersonal skills with young people, staff and visitors to the school. • Ability to multi-task whilst maintaining attention to detail and doing high quality work; outstanding display skills
Qualifications & Experience	• Minimum Level 2 Grade C qualification or equivalent in English and Maths • Degree (desirable) or role related Level 3 qualification (essential) • Relevant technical experience is essential. • Good knowledge and understanding of health & safety legislation and required practices essential • Outstanding record of attendance and punctuality.
Qualities	• High levels of integrity, honesty and endeavour. • Ability to work on own initiative and to juggle priorities at short notice. • Flexibility & creativity.

JD and person spec prepared by	
Date	
Signed (SBM)	
Date	
Signed (Employee)	
Date	