

The Bemrose School

Health and Safety Technician for Creative Arts and Design Technology – Scale 4

Job Description

Weekly hours 21

Weeks p.a. 39

Lunch break A flexible lunch break between 20 minutes and 1 hour negotiated with line manager

Managed by Learning Director for Creative Arts in liaison with Site Team Leader

Key Generic Purpose

The post holder will:

- Take responsibility, in liaison with the Site Team leader, for the health and safety of staff and pupils related to day-to-day activity in the areas.
- Provide resources and assistance to staff in the Creatives [Arts and DT] area.
- Promote and safeguard the welfare and safety of children and adults.

Job Description

Core purpose:

- To manage and maintain the workshop and any tools, machinery and storage associated with the two curriculum areas to ensure their condition, use, safety and access complies with legal requirements, health and safety requirements.
- Reporting concerns immediately to the Site Team Leader when they cannot be quickly resolved, and personally operating the equipment in a safe manner at all times
- To maintain an up to date and accurate knowledge and understanding of COSHH, PPE, RPE and machine safety, keeping abreast of any legislative changes and ensuring that they are acted upon and that all practice is compliant
- Update and ensure knowledge of Health & Safety including risk assessments.
- To prepare materials, equipment and teaching areas for practical classes liaising with department members to prioritise tasks, meet curriculum needs and ensure the best outcomes.
- To assist with practical work for small groups or individual guidance for pupils to support their work showing knowledge of specific technologies.
- To assist and support in examinations and assessments with the preparation of resources etc in advance or alongside teaching as required by the Learning Director
- To keep abreast of subject specific developments in the two areas, partaking in school and other training as necessary

- To work in collaboration with the teachers to ensure the teaching areas are safe, clean and tidy
- To support set building for the school production and exhibitions or displays of pupil work as requested
- To maintain resources, stores and stock levels in the two areas preparing orders as necessary in liaison with line managers
- To act as one of the school first aiders, remaining up to date with training as required
- To promote and safeguard the welfare of children
- Occasional cash handling for purchase of consumables, maintaining basic records.
- Provide basic clerical and admin support.
- Supporting any other reasonable request made by the Site Team Leader, the Learning Director, Executive Headteacher or Head of School.

In addition, the post holder might facilitate and participate in curriculum-based activities, under the guidance of a teacher, helping trainees and pupils to gain and develop lifelong skills.