

## IXWORTH HIGH SCHOOL JOB DESCRIPTION

### D&T AND ART TECHNICIAN

<b>Line Managers job title:</b>	Head of Creatives
<b>Salary:</b>	Points 5 - 9 of the Support Staff Scale <b>FTE</b> £24,790 - £26,409 per annum <b>Pro rata</b> £18,645 - £20,219 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus one week
<b>Hours per week:</b>	32.5 Hours

### THE POST

Ixworth High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a D&T and Art technician.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

### PERSON SPECIFICATION

The professional competencies expected of a D&T and Art technician are:

- Ability to solve straightforward problems
- Exchange information with pupils, teachers and other technicians
- Uses hand/eye co-ordination and dexterity in the preparation of materials or use of equipment
- Works from instructions but makes minor decisions involving the use of initiative. Problems are referred to a line manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

- Responsible for careful use of expensive equipment
- May keep basic financial records
- The ability to communicate clearly and tactfully using appropriate methods and awareness of the impact of your own communication on others.
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
- Be able to multi-task and work under pressure.
- Be flexible and resilient in managing and executing their daily responsibilities.
- Able to demonstrate strong planning and organisational skills.
- Willingness to accept responsibility for your own actions.
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a D&T and Art Technician are:

- A good level of literacy and numeracy
- Knowledge of workshop and kitchen equipment, resources and related procedures
- Experience of using and maintain basic woodworking equipment including band saws, pillar drills, jigsaws and belt sanders.

## **JOB SPECIFICATION**

### **General Responsibilities**

Ixworth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The successful candidate must ensure confidential or sensitive material is handled appropriately and accurately.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Carry out maintenance and basic first line repairs of Design and Technology workshop and Art equipment, if necessary recommending repairs by outside contractors or replacement to supervisor.
- Prepare all equipment and resources for demonstration purposes or for use by teaching staff and pupils. Prepare resources including the cutting of materials and basic preparation of ingredients.
- Clean workshop equipment and kitchen equipment. Clean workshop and kitchen sinks and supervise emptying of sink traps. Carry out health and safety checks on workshops, kitchen, art room and preparation rooms and stores.
- Ensure safe storage of resources and equipment in line with health and safety regulations (COP). Collecting, checking and returning equipment to stores. Stocktaking, cataloguing and resource control.
- Dispose of waste safely and in line with health and safety regulations.
- May be required to support teaching staff in lesson delivery, e.g. practical

demonstrations and practical lesson support. Trial practical activities and projects.

- Attend lessons when required to assist pupils with practical work. Provide technical support to students/ pupils including health and safety guidance.
- Carry out risk assessment for technician activities. Ensure teachers have appropriate risk assessments for the practical's that they intend to deliver. Provide health and safety guidance to experienced and trainee teachers. Keep up to date with health and safety requirements and advise staff accordingly. Carry out safety checks including workshop and kitchen equipment, hand tools, eye protection, first aid kits and eye washes.
- Maintain records of H&S checks on workshop equipment and subject specific training.
- Placing orders, checking deliveries and invoices. Keeping financial records. Obtaining materials by local purchase.
- Assist with field trips/visits. Science clubs and competitions. Open days and evenings.
- Laminating, collating, filing and photocopying.

Additional responsibilities outside of D&T and Art:

- Examinations assistance (reader/scribe) when required
- First aider (with training)

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	Term Time plus one week
Hours per week	32.5 Hours
Normal working Pattern	Monday to Friday, times to be discussed at interview / to fit the needs of the department
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service.

	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

- Points 5 - 9 of the Support Staff Salary Scale
- FTE Salary: £24,790 - £26,409 per annum
- Pro rata salary: £18,645 - £20,219 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.