Job Description: Workshop Technician – Product Design and Graphic Design

Work Directed By: Head of Product Design

Performance Reviewer/

Team Leader: Creative Studies Team Leader

Purpose of the Post: To provide technical and classroom support for the

Staff and Head of Product Design

Pay Range: Scale 5

Time Allocation: 35 hours term time only

(8:30 a.m. – 4:00 p.m.)

**Role** Product Design & Graphic Design Technician

**Job Purpose** To support the safe delivery of lessons and practical activities across the Creative Arts in order to optimise teaching and learning. The post holder will organise his/her day-to-day workload and ensure that the tasks set out below are carried out following school procedures. In addition to the work within Product Design, the post-holder will be responsible for the maintenance and repair of machinery across the Creative Arts and to support, in a practical way, the Art Technician in displaying work in public places and offices around the school

**Accountabilities**

**1. Teaching & Learning**

* Prepare, set out and clear away equipment and materials (for instance wood, metal & plastic) for lessons and practical examinations in accordance with required timescales.
* Provide assistance to the teacher during lessons, particularly when students are using tools and equipment both to assist the students and intervene when there is an equipment malfunction.
* Assist pupils in employing safe working practices when using equipment and giving demonstrations as required.
* To carry out a regular schedule of checks and maintain ALL hand tools in a safe working condition and sharpen all blades and drill tips when damage occurs
* Provide support to relevant extra-curricular activities and whole school events and where relevant, assist in the mounting of displays and visual aids.

**2. Health and Safety**

* Check that risk assessments are kept up to date and employed for all relevant equipment, reminding relevant members of staff if they are not.
* Ensure that correct and safe procedures are used during the preparation and setting up of equipment using CLEAPSS and COSHH guidelines.
* Ensure that all relevant hazard information accompanies a lesson and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used within the classroom.
* Ensure the correct disposal of waste according to COSHH regulations.
* To be willing to become first aid trained to support staff and students.
* Be aware of all relevant emergency procedures and take prompt action to deal appropriately with workshop emergencies.

**3. Management of resources**

* Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, textbooks and audio-visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.
* Manage, within the constraints of space, the safe, organised and tidy storage of all the above.
* Ensure that the storage areas and workshops are kept tidy and that all equipment is clean and in good working order.
* Arrange for the testing and/or servicing of equipment across the Creative Arts department at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence.

**4. Training & development**

* Participate in training activities and sessions offered by the school and other external agencies in order to keep up to date with knowledge, skills, technical and health and safety requirements relevant to the job as well as student management.

**Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedure in place, which promote safeguarding and safer working practice across the school.**