

SIR WILLIAM ROBERTSON ACADEMY	
JOB DESCRIPTION	
JOB TITLE: Technician (Art, Textiles & Food)	JEM Number: based on 01-131
REPORTS TO: Headteacher (or nominated person)	
1.	PURPOSE OF JOB: To provide technical and practical support throughout a designated department and/or the school.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES <ul style="list-style-type: none"> • Maintain and clean equipment with the department, ensuring that it is in working order and safe to use. Arranging equipment servicing and maintaining service records. Equipment includes cookers, sewing machines and the kiln. • Prepare materials and equipment for practical lessons - deliver, set-up, clear down, check and return stock from classroom to storage. • Provide 'hands-on' help with individual students during practical lessons as required. • Provide training to staff and pupils on correct and safe use of equipment within department. • Record, monitor and re-order stock as necessary, liaise with finance department and suppliers as required. • Ordering and distributing items sold via Parentpay to pupils. • Service sewing machines as per schedule. • Assist in the development of curriculum resources and other support materials. • Support Head of Department in annual audits. • Reprographic and administrative responsibilities. • Responsibility for maintaining a safe and hygienic working environment. • To work with the Head of Department in meeting Health & Safety and Food Hygiene Standards within the department. To provide guidance to colleagues in maintaining safe working practices in line with Health & Safety and Food Hygiene Standards. Responsible for maintaining Health & Safety records on behalf of the department. • To attend meetings as required. • Carry out administrative tasks within the department, including updating the allergy register. • PAT testing preparation. • Assisting with displays within department and throughout school (using ladders). <p>Department Specific tasks include:</p> <p>ART</p> <ul style="list-style-type: none"> • Kiln – Loading/Unloading • Preparing Glazes • Preparing class sets in advance of lessons • Organising and storing resources; maintaining resource library (inc storing original copies of resources) • Cleaning and Maintaining equipment • Assisting teachers in keeping the Art rooms & stores tidy, including sinks and clay area (ensuring rooms are 'ready to learn' environments for each group) <p>FOOD</p> <ul style="list-style-type: none"> • Checking ovens are switched off after each practical lesson • Knife checks • Loading/unloading washing machine • Deep clean ovens as per schedule • Assisting teachers in keeping the Food Technology room & store tidy, including sinks (ensuring rooms are 'ready to learn' environments for each group) • Stock rotation

	<ul style="list-style-type: none"> • Preparing Pupil Premium ingredient kits for use in practical lessons • Weekly safety checks on cookers, correct on/off switches and room power switch • Checking equipment for cleanliness (microwaves, electric hand-mixers, food processors) • Check cupboards for unwashed items • Sanitising worktops • Cleaning Fridge (Half termly) <p>TEXTILES</p> <ul style="list-style-type: none"> • Preparing resources in advance of practical lessons (e.g. fabric, bondaweb etc) • Assisting teachers in keeping the Food Technology room & store tidy, including sinks (ensuring rooms are 'ready to learn' environments for each group)
3.	<p>MANAGEMENT OF PEOPLE</p> <p>None</p> <p>SUPERVISION OF PEOPLE</p> <p>The postholder may be required to oversee quality of work of Assistant Technicians, and act as mentors to new recruits.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Some creativity may be necessary for example when carrying out minor repairs of equipment, and training staff/students on the use of equipment.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Day to day routine contact with staff and students advising on use/availability of equipment. Direct contact with Headteacher, teaching and support staff, parents and other professionals. Postholder will be working with a wide range of children, parents, carers, governors and other agencies.</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion</p> <p>Postholder works within clearly defined rules and procedures, and decisions made are from a range of established alternatives.</p>
	<p>b) Consequences</p> <p>Impact of decisions would be within the school for example resources not available; this would be quickly identified and easily remedied.</p>
7.	<p>RESOURCES</p> <p>Responsible for checking and returning technical equipment/materials to and from classroom.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>The postholder's routine tasks may be varied but this does not impact on the completion of the overall task.</p>
	<p>b) Physical Demands</p> <p>Moving and handling technical equipment from storage to classroom on a daily basis. Use of ladders when working on displays.</p>
	<p>c) Working Conditions</p> <p>Work is carried out indoors in well heated, well lit environment. The postholder may be exposed to the noise levels associated with a classroom and/or working environment.</p>
	<p>d) Work Context</p> <p>Required to work with chemicals, cleaning materials and/or machinery. The postholder may have limited exposure to abuse/aggression from pupils/parents and carers.</p>

9.	KNOWLEDGE AND SKILLS Knowledge of current and relevant Health and Safety legislation for example COSHH, Manual Handling. First Aid qualification (can be provided if not held) Food Hygiene Certificate (can be provided if not held) Good computer skills. Good communication skills both written and oral.		
10	GENERAL The Headteacher will decide the precise role of the Technician within school, and outline specific responsibilities if the school has more than one Technician. The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures.		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Academy Equal opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.			
Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]