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January 2025

Technician Specialising in Creative Arts and Technology

(including cooking and nutrition)

**Insall Road, Warrington WA2 0LN**

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**Principal:** Mr A McMillan Bsc (Hons)



**JOB DESCRIPTION**

**JOB TITLE:** **Technician Specialising in Creative Arts and Technology**

**GRADE: Grade 4 SCP point 6 to 7**

**Organisational Relationships**

Responsible to: Subject Lead for Creative Arts and Technology

Responsible for**:** Supporting teaching staff

**Job Overview**

To assist and support all teaching staff in the Creative Arts and Technology department in the safe delivery of all aspects related to teaching and learning

**Overall purpose of the job**

Provide the Department with appropriate materials:

* Support the Head of Department in the purchase and control of materials and consumable products
* Prepare materials, resources and equipment for lessons as directed by teaching staff
* Store and use materials safely, according to current Health and Safety guidelines
* Support staff in practical lessons where required

Provide the Department with appropriate tools and equipment:

* Prepare equipment/teaching resources for lessons as directed by Teaching Staff
* Maintain equipment, tools and resources to a high standard
* Carry out routine maintenance of machines and equipment
* Perform regular safety checks on equipment, reporting and eliminating hazards
* Check that equipment is used appropriately in accordance with current Health, Hygiene and Safety guidelines including electrical PAT Testing
* Organisation of stores and general classrooms
* Perform regular checks on all workshop, food rooms and technician working areas to ensure they are healthy and safe environments in accordance with current Health and Safety guidelines
* Provide classroom/workshop support when required
* Support staff in developing and maintaining displays
* To assist with any further duties as requested by the Head of Department

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**In the fulfilment of these duties the post holder shall have regard to the:**

* Food standards and hygiene standards.
* Requirements for Health and Safety at Work.
* Statutory regulations where they apply.
* Child protection and safeguarding.
* National agreed codes of practice.
* School Health and Safety Policies and security procedures.
* Copyright procedures.

The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment**.** This post is subject to an Enhanced DBS check which will be applied for by the Trust.

AMI/MSI/Nov 2024