



Technician – D&T and creative arts

Job Description

Responsible to:	Head of Design and Technology
Hours of Employment:	35 hrs per week (8.30-4.00 or similar to be present in the school day, 20-minute paid break, and 30-minute unpaid lunch break) 38 weeks per year (term time only)

This technician role is based in the Design and Technology Department, but will also provide all necessary technician support to the Art Department, and when required, occasional support for other subjects including music.

Key responsibilities:

- To liaise with relevant staff/out of school suppliers in the preparation and clear up of apparatus for lessons whilst complying with school operating procedures, CLEAPSS, HASAWA and COSHH;
- To assist in the day-to-day running of the Technology Department, carrying out tasks as reasonably requested by teaching staff;
- To assist in classroom practical activities, as a teaching assistant when necessary;
- To peer train other staff in specialised equipment/ICT on a regular basis;
- Contribute to the building of a team ethos and network amongst the other school technicians and premises staff;
- Photocopying, organisation and maintenance of paper resources;
- Be part of a support staff cover rota to cover some lessons during the week around the technology timetable;
- Coordinate and contribute to the delivery of Technology/Art clubs;
- Contribute to the delivery of intervention with Technology students;
- Managing resources to ensure environmental and financial sustainability for Technology/Art.

Responsibility of Caring for Tech/Art labs:

- Maintain, clean and clear equipment, resources and spaces;
- Ensure all spaces are always fit for teaching and learning;
- Report damage and work to support the premises team
premisesteam@tbgs.torbay.sch.uk.

Responsibility for Department Equipment:

- Ensure that equipment is in the required place at beginning of the required lessons and removed as soon as possible at the end of the lesson;
- To maintain, service and repair equipment when necessary;
- To research and advise Heads of Department of newly designed equipment/resources;
- Arrange safe storage and custody of equipment;
- Design and manufacture equipment when necessary.

Health and Safety Requirements:

- Regularly check for updates with regard to School procedures, Local Government, HASAWA, CLEAPSS and COSHH;
- Ensure that any necessary PPE is available for student / staff use whenever required with regard to School procedures, Local Government, HASAWA, CLEAPSS and COSHH;
- Compile Risk Assessments conforming with regard to School procedures, Local Government, HASAWA, CLEAPSS and COSHH.

IT Support:

- Be available to assist with lessons which require ICT equipment;
- Assist with general ICT / network administration work;
- Resource, maintain and troubleshoot software / hardware.

Account / Budgeting / Ordering Oversight:

- Completion of order forms;
- Keeping a running total of Technology/Art department budgets;
- Check all delivery notes and invoices on receipt of equipment.

Responsibilities during cover lessons:

- Registering and recording student attendance;
- Instructing students and managing the resources for the work left by teacher (seeking support from Head of Department or nominated department staff to problem solve when necessary);
- Supervising and supporting the students' completion of the work and managing behaviour as necessary, in line with school policies.

Wider School Responsibilities:

- To contribute to the weekly lunchtime duty rota for support staff;
- Occasionally adjust working hours to support the logistics of out of school fundraising, extra-curricular and information events;
- Any other appropriate tasks, as required by senior staff for the effective day-to-day operations of the school.