

Job Description

Postholder	Technology and Practical Arts Technician
Salary/Scale of Post	Grade B1, Points 4 - 6 Salary £25,185 - £25,989, pro rata to hours and weeks worked Full or Part Time, Term Time only + additional days
Line Manager	Curriculum Leader for Design and Technology
Job Purpose	<p>To provide a technician support service to the Technology and Art departments.</p> <p>To prepare materials and equipment, and cleaning and maintaining a wide range of resources in all areas of Technology and Art. In Technology the materials used include wood, metal, plastics, electronics, food, textiles and graphics. It also involves the use and day to day maintenance of equipment and machinery associated with them. Training will be provided.</p> <p>The post-holder must have awareness of and observe health and safety standards, in addition to meeting the requirements of the subjects and classes. Provision and maintenance of an ordered and tidy working environment is essential, as are close working relationships with staff in the Technology and Art departments.</p>

Key Tasks	<p>Specific responsibilities in the Technology and Art departments include:</p> <p>Daily</p> <ul style="list-style-type: none"> • Assist with the preparation of resources for lessons. Prepare materials - wood, metal, plastic, food ingredients, clay etc as required. • Prepare and maintain equipment - glue guns, line bender, vacuum former, vinyl cutter, scroll saws, band saws, disc sander, pillar drills, circular saw, lathe, planer/thicknessers, food processors etc. • Help prepare teacher resources - photocopying etc. • Facilitate CAD/CAM work on laser cutter and 3D printers. • Assist in practical classes and carry out demonstrations when required. • Help in classes, including cleaning up and tidying away after lessons. Put dishcloths and tea towels through the washing machine and dryer. Put soiled cooking utensils through dishwasher. • Check all power tool batteries are fully charged. • Check used equipment is replaced. • Repair any damage to equipment as soon as possible after being reported. • Help with setting up cover lessons.
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<p>Key Tasks</p>	<p>Specific responsibilities in the Technology and Art departments include:</p> <p>Weekly</p> <ul style="list-style-type: none"> • Carry out maintenance checks on all machines, log and sign off. • Clear and tidy away materials. Tidy preparation areas. • Check state of equipment, benches, tables and clean and maintain as necessary. • Check and clean hobs, ovens, fridges and sinks. Top up washing up liquid bottles. • Check and clean filters on dishwasher, tumble dryer, extractors and vacuum cleaners. • Clean whiteboards throughout the department. • Check equipment drawers, trays and replenish consumables. • Administrative duties e.g. data input, production of notices for displays etc. <p>Half termly</p> <ul style="list-style-type: none"> • Monitor stock levels and advise Curriculum Leaders accordingly. • Receive, check and put away deliveries. • Service heavily used equipment and tools. • Empty and clean extractors and sinks. • Clean equipment drawers and cupboards in the food room. • Clean and tidy all stockrooms and workshops. <p>Termly</p> <ul style="list-style-type: none"> • Check and sharpen all tools and equipment as necessary. • Replace sanding discs, bandsaw blades, planer blades etc. • Repair or replace bench hooks, vice jaws, benchtop as necessary. <p>Annually</p> <ul style="list-style-type: none"> • Replace and repair bench tops and edging worktops. • Check and update equipment inventory. • Ensure all electrical items are available for PAT testing. • Stock checking. <p>Specific Responsibilities for Whole School Activities</p> <ul style="list-style-type: none"> • Operation and general upkeep of the sound board and mixing desks, including microphones. • Operation and general upkeep of the lighting systems (including changing coloured gels, changing bulbs, repositioning lights etc. • Practical set management (hanging curtains for scenery, stage assembly etc.)
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Health and Safety	<ul style="list-style-type: none"> • Ensure the maintenance of a healthy and safe working environment through; • Carrying out risk assessments for technical activities. • Actively contributing to the assessment, monitoring and review of all health and safety procedures. • Ensure the safe storage and maintenance of machinery/equipment and resources and responding to actual potential hazards. • Contributing to the design, development and maintenance of specialist resources including D&T machinery and equipment.
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Other Tasks	<ul style="list-style-type: none"> • To commit to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines. • To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example. • To assist in providing an atmosphere in which effective learning can take place. • To support the promotion of positive relationships with parents, carers and outside agencies. • To work within school policies and procedures. • Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role. • Attend training and continuous professional development events and be responsible for their own professional updating. • To ensure high standards of professional appearance in line with the school's dress code. • Ensure promotion and support of Equal Opportunities and Health & Safety.
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Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Qualifications/Training			
GCSE English Language and Maths Grade C/4 or above (or equivalent)	✓		A, I
Willingness to undertake training if required	✓		A, I
Professional / other qualifications		✓	A, I
Experience			
Experience of working in a busy school environment		✓	A, I, R
Experience of maintenance and cleaning	✓		A, I, R
Experience of working with wood, plastics, electronics, food, art materials and textiles		✓	A, I, R
Skills and Specific Aptitude			
Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation		✓	A, I, R
Understanding of the principles of learning and understanding		✓	A, I, R
Work to a high level of accuracy	✓		A, I, R
Practice and plan to ensure completion of tasks	✓		A, I, R
Ability to use ICT effectively to support learning	✓		A, I, R
Able to use other equipment—photocopiers etc.	✓		A

Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Motivation and Social Skills			
Communicate effectively with staff at all levels within school	✓		A, I, R
Well organised and confident	✓		A, I, R
Ability to meet deadlines	✓		A, I, R
Ability to carry out work in an accurate, calm, clear and positive manner	✓		A, R
Open and honest approach	✓		I, R
An interest in developing your own experience and ability	✓		A,I
Show initiative	✓		R
Supportive of the school Catholic ethos	✓		A, I, R
Has vision, energy and enthusiasm	✓		R
Flexible, positive attitude to work	✓		I
Ability to contribute to other aspects of school life	✓		I, R
Smart, professional appearance	✓		I, R
Commitment to safeguarding and promoting the wellbeing of all children	✓		I