



JOB DESCRIPTION



Job Title:	CREATIVE ARTS & DESIGN TECHNOLOGY TECHNICIAN
Grade:	LV04 point 6 to 7
Hours:	37 hours per week, term time plus inset days
Responsible to:	Head of Faculty for Creative Arts
Liaison With:	Creative Arts Faculty, Design and Technology teachers

KEY ROLE:

The post holder is responsible for:

Providing support to teaching staff and students, particularly in the ordering, maintenance, and organisation of supplies for lessons and the routine health and safety of equipment and work areas

MAIN DUTIES AND RESPONSIBILITIES

Technician Support

- Assist departmental teaching staff in the preparation and set up of resources and equipment ready for the start of each lesson as requested
- Provide all necessary consumables, equipment and resources for lessons
- Assist with clearing classrooms/equipment/work areas after lessons including return of resources to appropriate storage.
- Assist with the production of resources including the pre-cutting of wood and metal
- Organise, maintain and order stock where required, including preparing orders for suppliers
- Keep resources and equipment in a maintained, organised and accessible manner,
- Keep preparation areas and other communal working areas tidy, dust free, with walkways clear.
- Ensure all departmental tools and resources are maintained in good working order
- Prepare relevant materials for teaching staff as and when required
- Maintain stock levels
- Ensure all faculty equipment and resources are maintained in good working order

- Organise storage areas so that resources are stored safely, in a way that prevents damage and that can be easily accessible to staff
- Support staff and students in lessons whenever required by departmental teaching staff under the direction of the Head of Faculty.

Health and Safety

- Ensure all Health and Safety COSHH regulations are adhered to

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

CREATIVE ARTS & DESIGN TECHNOLOGY TECHNICIAN

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and maths (or equivalent) 	<ul style="list-style-type: none"> Health & Safety Certification to work to the British Code of Practice BS4 163-2014
Experience	<ul style="list-style-type: none"> Working within a workshop environment Maintenance and operation of tools and equipment such as circular and band saw, central lathes, laser cutter etc. 	<ul style="list-style-type: none"> 3D Printer Flamefast casting machine Fret saw
Knowledge and Skills	<ul style="list-style-type: none"> Understanding of CLEAPSS regulations Ability to prioritise work effectively Ability to work flexibly to meet deadlines and respond to unplanned situations Autonomy to work alone Ability to lead a team 	<ul style="list-style-type: none"> Experience of working within a school environment First aid qualification
Personal Qualities	<ul style="list-style-type: none"> Willingness to undergo training Able to maintain confidentiality in all circumstances Proactive approach to work being responsive, empathetic and supportive to all within the school Able to establish effective relationships with those working in and with the school Ability to build and form good relationships with colleagues and students Understand the importance of physical and emotional wellbeing of staff and pupils Have a sense of humour 	<ul style="list-style-type: none"> Able to contribute new ideas and ways of working