



Brentwood School

STEAM Technician

Department:	STEAM (Science, Design Technology including cooking and Art)
Hours:	Part Time 20 hours per week
Report to:	Heads of Science, Art and Design Technology
Job Purpose:	To support the Heads of Departments and teaching staff in Science, Art and Design Technology (including cooking), with the preparation of resources, operation and maintenance of workshop machinery/tools, lesson support and administration.
Key Responsibility /Accountability	<p>Health & Safety</p> <ul style="list-style-type: none">● Observe strict Health & Safety guidelines and keep knowledge of this area up to date● Ensure that Science, Art, DT (including cooking) Departments' safety policies are observed, taking note of current CLEAPPS guidelines. <p>Pupil Support</p> <ul style="list-style-type: none">● Assist individual or small groups of pupils in completion of practical tasks with prior arrangement of the class teacher who will retain overall responsibility of the class● Assist pupils in the procurement of materials or components for their practical work● Assist pupils using equipment requiring close supervision such as ceramics, experiments involving heat sources, use of specific tools e.g. hot glue guns, ovens etc. Training may be required for this to be delivered safely. <p>Department Development</p> <ul style="list-style-type: none">● To help in the planning and production of storage systems for use within the departments● To help in the planning and production of project work for use by pupils● To help in the planning and production of teaching aids for use within the department● To help in the clearance of redundant equipment or pupil work to provide the best use of department space.

	<p>Day to day running</p> <ul style="list-style-type: none"> ● To order and prepare materials and equipment for use by pupils and staff including maintaining accurate records of ordering and capitation status ● To monitor stock levels of ‘staple’ materials and consumables and re-order as appropriate ● To maintain tools and equipment in good working order ensuring that they comply with current health and safety regulations and repair (where possible) tools or equipment which have been damaged ● To check rooms at the end of each day to ensure good order is maintained. This should include shutting windows, putting away equipment etc and should not include cleaning ● To organise photocopying of work through the reprographics department and laminate work at the request of staff. including occasionally photocopy teaching materials at short notice at the request of staff ● To prepare and maintain displays of pupil work ● To check and maintain protective clothing equipment such as aprons, gloves, and goggles ● To prepare equipment and materials and gather resources for use by pupils and staff e.g. cut paper, prepare clay and printmaking equipment or gather equipment needed for an experiment ● To ensure that pupils have access to cleaning materials in practical lessons i.e. soap, paper towels etc. <p>Other</p> <ul style="list-style-type: none"> ● Attending department meetings, when necessary ● To liaise with maintenance staff when necessary to maintain the good order of the department ● To be available for events involving the department outside of the normal school day as is considered reasonable by the Heads of Departments.
<p>Person Specification</p>	<ul style="list-style-type: none"> ● A good knowledge of and interest in STEAM subjects (Science, Art, and DT inc Food Tech) and a genuine interest in the use and maintenance of equipment ● Able to work as part of a team and also able to use own initiative and to work effectively unsupervised to complete set tasks ● Self-motivated, with the ability to manage and organise own time and resources effectively, ensuring deadlines are met ● Effective interpersonal skills, positive and approachable and enables others to contribute positively to the work of the team ● Demonstrates flexibility and cooperation ● Good IT skills including a willingness to gain a knowledge of CAD / CAM systems.

	<i>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</i>
	To find out more about this role please contact the HR Department at hr@brentwood.essex.sch.uk who will be able to put you in touch with Daren Partridge, Head of Science in the Preparatory School.