



JOB DESCRIPTION

Job Title:	Art & Design Technician
School:	The Cornerstone Academy
Responsible to:	Head of Art & Design
Responsible for:	N/A

Main Job Purpose

- 1) Provide technical and administrative support to teaching staff in Art and Design Technology (DT) department.
- 2) Support the teaching staff within the Art and Design department to ensure the safe and proper use and maintenance of resources and equipment.
- 3) Assist the designated class teacher or subject leader in delivering schemes of work.

Main Responsibilities and Duties

- 1) Prepare and maintain classrooms and workshops; prepare and maintain materials for use by staff and students, ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- 2) Prepare and assemble teaching resources, apparatus, materials, machinery and equipment for use by staff and students.
- 3) Contribute to teaching and learning sessions, as appropriate, by demonstrating or advising on proper and safe use of materials and equipment for practical activities, including directed support for individual students.
- 4) Assist teachers in preparation for examinations.
- 5) Test and monitor new equipment or machinery.
- 6) Maintain and undertake basic repairs to equipment where practical to do so.
- 7) Clean workshop equipment, and generally keep the department and its equipment running at optimum efficiency and cleanliness.
- 8) Be responsible for the safe storage of equipment and materials, and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- 9) Ensure that all technicians are aware of how to manage spillages/breakages, following regulations.
- 10) Be responsible for maintaining stock and ordering equipment and supplies.

- 11) Maintain an inventory of workshop equipment.
- 12) Assist with the issue and return of textbooks or other teaching aids.
- 13) Undertake general administration tasks such as answering the telephone, photocopying, filing, paperwork etc.
- 14) Ensure that Health and Safety requirements and other relevant regulations, such as Control of Substances Hazardous to Health (COSHH), are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- 15) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 16) Comply with all decisions, policies and standing orders of the school, United Learning and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 17) Have a commitment to Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 1) Some supervisory responsibility for temporarily assigned or shared employees, including on-the-job training or the allocation and checking of work for quality and quantity.

Knowledge and Skills

- 1) A vocational or academic qualification in the relevant subject area would be an advantage.
- 2) A minimum of two years' applied practical experience is required.
- 3) The post holder will be expected to be able to provide technical advice and support to teaching staff.
- 4) Experience and practical competence in the safe and proper use of any specialist equipment for which the post holder has direct responsibility.
- 5) Good communication, organisational and prioritising skills are essential.
- 6) The post holder should have an ability to use ICT for data entry and creating displays for students' work.

Creativity and Innovation

- 1) Creative skills will be required in setting up of new projects.
- 2) Discuss and decide on the purchase of new equipment to support the developing curriculum.
- 3) Assist students with practical work, and help students develop their creative skills.
- 4) Create displays of students' work.

Contacts and Relationships

- 1) Daily interaction with teaching and other support staff.
- 2) Regular contact with line manager and contact with other technicians.
- 3) Regular contact with students to assist them with learning: this may involve taking small groups or whole classes.
- 4) Regular contact with external suppliers and contractors in negotiating best value and purchasing.
- 5) Contact with United Learning and the local authority (i.e. Borough of Poole) and other professional bodies to ensure that the knowledge and skills of the post holder are kept up to date.

Decisions

- 1) Decisions will be made on ordering and purchasing of stock; on ensuring the smooth and efficient running of the department; on prioritising and organising the running of the department; and on allocating resources as necessary.
- 2) Work will take place with teachers on helping to achieve the best outcomes when designing new projects.

Resources

- 1) The post holder will have responsibility for the proper use and safekeeping of equipment, materials, tools and small sums of cash where applicable.
- 2) The post holder will have responsibility for purchasing and maintaining stock levels.
- 3) Resources are likely to include various materials, equipment and machinery.
- 4) Protective clothing will be provided and must be worn at all times.

Work Environment

- 1) Duties will normally be undertaken in classrooms or workshops within the school. There will be use of power tools and machinery, with possible use of chemicals.
- 2) Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.
- 3) Requirement to transport equipment within the school environment and collect supplies from external providers

Prepared by: The Cornerstone Academy

Date: April 2023

PERSON SPECIFICATION

Job Title:	Art & Design Technician
School:	The Cornerstone Academy

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none">• School setting desirable but not essential• Would be advantageous to have experience of a workshop environment & the use of machinery within the department.	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none">• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience• Manual Handling	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none">• Ability to handle confidential information with discretion	Application form Interview References
Knowledge	<ul style="list-style-type: none">• Knowledge of school's behaviour and management policy and procedures• Knowledge of school's fire and emergency procedures• Knowledge of Safeguarding procedures	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none">• Self-motivated	Application form Interview References
Other Factors	<ul style="list-style-type: none">• Commitment to Equal Opportunities• Enhanced DBS clearance	Application form Interview References DBS process

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
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