

NORBURY MANOR BUSINESS AND ENTERPRISE COLLEGE FOR GIRLS

JOB DESCRIPTION

Position: Art, Design & Technology Technician
Responsible to: Head of DT
Times: 36 hours a week, term time plus two weeks
Salary Scale: Scale point 14 – 17 (£18,657 – £19,623 pro-rata)
Actual salary (£17,222 – £18,114)

Main activities to include:

Related to Practical Work:

- Preparing materials for practical work within Art, Food Tech, Textiles & Product Design
- Arranging tools, fixtures and materials for focused demonstrations
- Ensuring that all hand tools/equipment etc are available and in good, safe condition for use by students
- Tidying up and checking that all tools are in their racks at the end of each day
- Setting up CAD/CAM equipment for use in lessons (including use of laser cutters and 3d printer)

Assisting with special lessons and practical sessions:

- Preparation of visual aids to be used by teaching staff
- Supporting teaching staff during practical lessons where required
- Making jigs, canvases and other aids for pupils' practical work
- Supporting teaching staff during lessons involving the use of ICT

Repairs and general maintenance:

- Safety checks
- Sharpening hand tools
- Servicing and cleaning machine tools and equipment
- Repairing tools and equipment
- Maintenance of units, for example, checking vices for damage and serviceability
- Ensuring student work storage areas are tidy
- Ensuring ICT equipment is in good working order and printers have paper in them

Administrative tasks

- Photocopying and duplicating
- Stock control: keeping records, ordering materials, sorting out invoices and receipts, inventory checks, liaising with outside agencies for H&S/Machine servicing etc

Any other reasonable requests from Head of Department, SMT or Headteacher, as directed.

As well as welcoming applications from experienced technicians, this position may also suit an enthusiastic & energetic graduate in the Art/DT field, who would like to gain more insight & hands on experience within a school and who may be interested in teaching in the future.