

Design Technology & Art Technician

Aureus School - Job Description

Job Title:	DT & Art Technician	Job Reference:	AURADTT2018
Location:	Aureus School, Didcot	Travel required:	No
Salary Range:	S6	Date Posted:	May 2018
Core purpose:			
<ul style="list-style-type: none"> To oversee the technical support of the Arts Faculty and on occasions to work with small groups of students in Design Technology and Art lessons To promote a professional and friendly point of call to all parents and visitors to our school 			
Key Accountabilities			
Technical Support:			
<ul style="list-style-type: none"> To provide in-class support to students, as requested by the Lead Practitioner To supervise and lead small groups of students either in class or outside class to help facilitate their learning To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items To order resources, receive incoming goods, check delivery notes and mark the financial system with Goods Received Notes (GRNs), store materials and confirm invoices To maintain an inventory system for items within the department. This will include organising the storage of a wide range of materials, tools, equipment and resources. To undertake general workshop maintenance and DIY tasks, including the use of workshop machinery where required (soldering, bandsaw, thicknesser, circular saw etc) To carry out and keep records of equipment checks across the department To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested To carry out reprographics and photocopying of resources To keep sinks and worktops clean; maintain aprons in a serviceable condition; keep stock rooms and tool rooms clean, tidy and in good order To photograph and record student practical work when required To undertake other Arts and Design & Technology tasks as requested by staff 			
Health and Safety:			
<ul style="list-style-type: none"> To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks The regular servicing and simple maintenance of machinery, benches and other equipment, including the regular sharpening, setting and adjustment of hand and machine tools The regular maintenance and servicing of equipment used in DT and Art lessons The regular maintenance of technical drawing instruments and other related equipment To liaise with the Site staff and other agencies on the repair maintenance of equipment To carry out regular safety check on hand tools and machines, reporting serious defects to the Lead Practitioner 			

<ul style="list-style-type: none"> To be aware of and comply with Health and Safety at Work requirements specifically relating to the duties of this post
Accountable to:
<ul style="list-style-type: none"> Lead Practitioner GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities
Safeguarding:
<ul style="list-style-type: none"> We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.
Wellbeing:
<ul style="list-style-type: none"> We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.
Diversity:
<ul style="list-style-type: none"> We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.
Flexibility:
<ul style="list-style-type: none"> We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.