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| **hi res logo.jpg**  | **EDMONTON COUNTY SCHOOL****JOB DESCRIPTION** |
| **Date** | **July 2018** |
| **Owner** | **SHJ** |

**Post Title: Design Technician
Grade: Salary scale 3**

**31 hours per week, 42 weeks per year**

**Responsible to: Head of Expressive Arts Faculty**

**General Responsibilities:**

To support the Design department in the Expressive Arts Faculty with resources and the use of technical equipment.

**Main Duties and Responsibilities: Essential requirements**

1. To ensure that the teaching/resources/stock cupboard and equipment in classrooms are maintained to a high standard or use, cleanliness. Ensuring they are in good order and comply with Health and Safety Regulations at all times, using the reference resources available on best safe practice.
2. To be able to work across the two school sites when required to help maintain a consistence within the department’s facilities –sharing/organising of equipment.
3. To ensure that stocks of materials are ordered in a timely manner and maintained and stored safely in all Design classrooms and workshops. Being able to liaise with other companies/stakeholders effectively is essential.
4. Responsibility for preparing equipment and materials for practical work in classes and supporting staff and pupils in class. Applicants must be able to liaise effectively with both pupils and staff and be willing to work flexibly within the school environment.
5. To maintain Faculty/Department displays and notice boards to a high standard to ensure there is consistence across the faculty.
6. To provide support for the various shows and exhibitions produced within the faculty including school productions and Art exhibitions.
7. To develop and maintain a consistent standard of high quality school displays by consulting with senior staff.
8. Update and manage the schools display board inventory in an online format and develop a log system for updating school displays.
9. To consult with faculties to ensure the material on each board stays fresh using the online log system.
10. To be proactive in the request of materials from faculties to ensure that all boards are covered.
11. Use creativity to make high quality displays by using the resources at the disposal of the school.
12. To use digital stills camera to take photographs of displays in order to record them in the inventory.
13. To use ICT for the production of displays for departments.
14. To maintain staff room notice boards; removing out of date information and clearing of communal areas of any unnecessary papers.
15. To assist with general administrative duties where necessary as directed by your Line Manager.
16. To act at all times in accordance with the school policies and to provide a professional role model for pupils, parents and other staff.
17. To be able to operate and maintain a wide range of design/technology workshop equipment/machines including laser cutters and to help maintain and organise repairs.
18. A good knowledge of computer programmes including CAD/CAM and other design based computer software. Experience of working with cameras, printers and photocopiers to be able to prepare resources and support exam preparation.
19. To work with clay and be able to operate, run, load and use key programmes for the kilns on both campuses.
20. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate and to ensure that the requisition system for practical lessons is adhered to.
21. To ensure that Data Protection regulations are adhered to throughout the office, informing the Office Manager of any requests for information other than from approved agencies: DfES, LEA.
22. To uphold and further the school’s equal opportunities policy and to carry out duties effectively and without discrimination.
23. Any duties on behalf of Edmonton County School within the London Borough of Enfield.
24. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.