

Art / Design and Technology Technician

Job description and person specification

Responsible to:	The Principal, under the day to day management and leadership of the Art and Technology Curriculum Leaders
Salary:	Grade 5 Scale points 11 – 21 (£17,007 – 20,541) pro rata Starting salary will depend on experience
Working pattern:	30 hours per week – Term time only Working pattern to be agreed with successful candidate upon appointment
Disclosure level:	Enhanced
Job purpose:	To support the teaching and learning within Art / Design and Technology, where much of student and staff activity is of a practical nature and utilises an array of technical equipment and prepared materials, by providing effective and efficient technical assistance.

Main responsibilities:

- Prepare the learning environment, resources and equipment required to deliver Art, Design and Technology lessons as agreed
- To assist the Art/DT teachers as necessary in the preparation and set up of equipment, displays and materials required for demonstrations and class practical work, including preparing artistic materials, preparing technical resources, collecting, checking and maintaining equipment
- Ensure the learning environment is left clean and tidy after lessons - undertaking simple cleaning of fittings, surfaces, equipment and care of sinks
- Assist the subject leaders with the management of stock levels, preparing orders for signature, checking deliveries, ensuring invoices are passed to Finance Team for processing
- Organise the recycling of paper and disposable resources within the department and the procurement of recyclable products for lessons - from within and outside the school
- Assist the Subject Leaders with the organisation of regular exhibitions, both internal and external, and ensure that displays are set up and dismantled in a timely manner
- Use digital media to document students' work, exhibitions and displays for record keeping and promotional purposes
- Assist the department in ensuring that the learning environment across the department is stimulating, safe and hygienic. This includes liaising with the cleaners / Premises Manager and other colleagues
- To include undertaking a "deep clean" of the store and prep-areas each half term to include cleaning cupboards, equipment, storage areas.
- Ensure that regular health and safety servicing and maintenance checks and repairs of equipment are completed

- Follow and promote Health and Safety procedures consistently and conscientiously at all times. This includes protocols in lessons and checking the classrooms
- Undertake Health & Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors
- Complete an inventory of all equipment within the department
- Be responsible for ensuring that all relevant school policies are followed
- Keep abreast of current legislation and developments in relation to your role and attend training where appropriate
- Provide support to the department's extra-curricular programmes as required
- Assist with student management at lesson change over
- Attend department meetings as necessary
- Provide in-class support to students as required
- Provide administrative support to staff within the department as necessary

Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSE's or equivalent at A*-C grade, including English and Mathematics 	<ul style="list-style-type: none"> Qualifications in Design, Technology or Artistic fields
Knowledge and experience	<ul style="list-style-type: none"> Recent experience of using Microsoft Office Managing of stock and resources, including ordering 	<ul style="list-style-type: none"> Experience of working with young people in an educational environment Working knowledge of CAD packages (2D design, AutoCAD or other) Working knowledge of Adobe Creative Suite (Photoshop/Illustrator) Experience of maintaining wood working tools and equipment Experience of working in a Fine Art or Art and Design setting Familiarity with H&S requirements in Art/Technology setting
Skills	<ul style="list-style-type: none"> Ability to manufacture teaching aids and storage solutions Ability to relate to and work with young people Ability to set and maintain high standards Effective prioritisation and organisation Excellent communication skills 	<ul style="list-style-type: none"> Experience in use of hand and powered tools Familiarity with artistic techniques and preparation of artistic materials Display design
Personal qualities and attributes	<ul style="list-style-type: none"> Creativity Excellent interpersonal and communication skills Ability to develop and maintain effective working relationships. Discrete and considerate when dealing with sensitive and confidential matters. Proven ability to work on own initiative and make decisions. Ability to work as an effective member of a team. Excellent organisational skills. Willingness to adapt to new situations 	
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> Support the Academy's ethos and aims Commitment to equal opportunities Commitment to safeguarding students 	