**JOB DESCRIPTION**

**Job Title:** TECHNICIAN: ART/ TECHNOLOGY

**Hours:** 36 per week, term time only

**Scale:** Grade E

**Responsible to:** Head of Art / Technology

**Important Functional Internal Relationships:**

Headteacher, teaching and support staff, Site team, pupils

**Important External Relationships:**

LA officers, external agencies, parents

**Main Purpose of Job:**

**DT:**

To order, prepare and maintain industrial and hand tools, equipment and materials used in the Design Technology Department.

**DT Technician: Duties of the Job**

1. To maintain hand tools including sharpening of wood and metal working tools.
2. To assist in servicing and maintenance of power and machine tools.
3. To prepare class materials.
4. To prepare and assist materials for students and their design and manufacture projects.
5. To maintain and manufacture classroom equipment.
6. To maintain material and equipment storage areas.
7. To assist in maintaining safe working areas.
8. To perform weekly Health and Safety checks on all machinery and record results.
9. To provide support services to teachers of technology.
10. To assist in the maintenance of stock records and stock control.
11. Where necessary to liaise with other technicians in the school.
12. To undertake any other reasonable duties as required by the Deputy Head or Headteacher.
13. To set up and use of the C.N.C. router, vinyl cutter and 3D printer.
14. To be competent in the use of all metalwork and woodwork machinery.
15. To maintain Food Technology equipment when required.

**Art:**

To provide technical support to the Art Department, by the preparation of tools, equipment, and materials for lessons and displays.

**Art Technician: Duties of the Job**

1. To draw up and maintain and inventory of equipment for Art department.
2. To maintain Art department resources and keep a record of stocks.
3. To order materials via normal school procedure, as required and authorised by the Head of Department.
4. To prepare materials for Art lessons, as requested by each member of department, this will include preparing 3D materials.
5. To carry out daily tasks as directed by the Head of Department.
6. To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction.
7. To ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves.
8. To liaise with the Site Manager if the standard of cleaning falls below an acceptable level.
9. To ensure all tools and equipment are stored securely after use.
10. To ensure all students’ work and unused material is returned to the appropriate storage area.
11. To assist in preparing classroom and corridor displays.
12. To report all Health and Safety hazards to the appropriate Head of Department.
13. To carry out other tasks reasonably requested by Head of Department or Headteacher, in accordance with the post holder’s skills and qualifications.

*‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’*