



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Technician
Reporting to	Operations Manager/Head of Department
Contract type	37 hours per week, Term Time only (39 weeks)
This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.	
Job Purpose: To provide efficient and effective technical service to the Design & Technology and Art Departments in the delivery of the national curriculum within the school's classrooms.	
Specific Responsibilities:	
Organisation and Support - Staff:	<ul style="list-style-type: none"> Organisation of support systems for Design & Technology and Art at key Stages 3,4 and 5 in liaison with the Head of Department. Liaison with teaching staff to review and modify systems as necessary. Attend relevant meetings. Liaison with other technicians from other schools and relevant support groups.
Organisation and Support – Resources:	<ul style="list-style-type: none"> Liaison with Head of Department over budgeting. Budget planning, control and ordering to maintain adequate stocks of equipment and materials. Liaison with suppliers for quotations and requisitions. Operations of systems for storing, stocking, transporting and distributing items for use in the Design & Technology and Art curriculums. Maintenance of necessary records (financial, legal etc). Organising of all necessary repairs, cleaning and maintenance of Design & Technology and Art equipment either 'in-house' or through liaison with suppliers. Liaison with the school's site team for maintenance of fixtures and fittings. Providing advice on improvements to facilities. Disposal of equipment and waste materials as necessary. Provide relevant technical and practical support on request to other areas of the school if and when demands permit. Securing laptops and tools on a daily basis.
Health & Safety:	<ul style="list-style-type: none"> Implementing Health & Safety legislation and procedures. Keeping up-to-date with relevant regulations and procedures (COSHH etc) and passing information to teaching staff as necessary. Inspection, maintenance and correct use of safety equipment. To carry out PAT testing within the Department (full training will be given). If trained, first aid treatment for minor injuries.
Technical Advice and Assistance:	<ul style="list-style-type: none"> Preparation of equipment, materials and rooms required for demonstrations, examinations and practical work in Design & Technology and Art lessons, including dismantling and storage after use. Provision of technical advice to teachers and pupils as appropriate. Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.
General	<ul style="list-style-type: none"> Liaison with other departments and non-teaching staff over matters relating to Design & Technology and Art and whole school issues. Attendance at staff meetings, training and INSET activities where relevant. To uphold and actively support the school's policies and procedures. Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.