

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** Textiles Technician

**MEMBER OF STAFF:**

**GRADE:** 5

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** Curriculum Leader for Art

**OVERALL RESPONSIBILITY:**

To provide a comprehensive support service to the department, ensuring availability of equipment and resources and supporting teaching staff and students in the classroom.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Ensure that resources are available within the department as directed by the Curriculum Leader including:

* Selecting resources to be purchased
* Receiving goods
* Stock control
* Maintaining asset registers
* Ensuring equipment within the department’s remit is properly maintained and serviced

2. Maintain the tidiness of the stock room/cupboard and classrooms.

3. Mix dyes and monitor use. Cover and strip silk screens (occasional) .

4. Prepare classrooms for practical lessons including setting up and putting away equipment.

5. Cut fabrics/materials ready for classes.

6. Give clerical assistance (for example, photocopying, organising classroom resources, filing).

7. Mount students’ work and assist with exhibitions.

8. Check and clean irons/ironing boards.

9. Check and maintain sewing machines - bulbs, oil, safety etc.

10. Maintain an awareness of lesson plans and provide support to the teaching staff.

11. Support students in lessons including:

* Helping with sewing machines
* Helping to build student’s confidence

**Supervision of Students**

1. Patrol the school site at lunchtime to supervise students’ behaviour, maintaining contact with the CCTV Operator.
2. Accompany visits and field trips as required.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** |
| Working in a team | Essential |
| Managing stock levels | Essential |
| Working with children/young people | Desirable |
| Working in a secondary school | Desirable |
| Ordering stock and equipment | Desirable |
| Working with textiles and/or sewing machines | Desirable |
| **Qualifications:** |
| Good standard of education at GCSE or equivalent | Essential |
| Evidence of continuing professional development | Desirable |
| 5 GCSEs grade C+ including English and Mathematics | Desirable |
| **Knowledge:** |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| General Health and Safety at work issues | Essential |
| ICT (Excel, Word, image processing) | Essential |
| Textiles-related processes | Desirable |
| **Skills:** |
| ICT skills (Excel, Word, internet) | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure  | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| **Attitudes and Values:** |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders  | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** |
| Willing to self-improve / attend training | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References