



**Maiden Erlegh Chiltern Edge
Job description**

Role	Art and Design (inc Food Technology) Technician	Reports to	Head of Department
Grade	Grade 3, SP5	Hours of work	30 hours per week, term time only, plus 2 INSET days
Purpose	To assist in the preparation of materials and equipment for art, design and food technology lessons to ensure smooth and efficient operation of classes		
Scope	Main contacts: pupils, teachers, support staff	Staff responsibilities: None	Financial accountability: None
Accountabilities	<ol style="list-style-type: none"> 1. Preparation of resources, including assembling and modifying apparatus and equipment. 2. Assisting in practical classes & carrying out demonstrations. 3. Obtaining materials by local purchase. 4. Giving technical advice to teachers, technicians and pupils/students. 5. Carrying out risk assessments for technician activities. 6. Keeping up-to-date with Health & Safety requirements and giving Health & Safety advice to technical staff, teachers and students. 7. Disposal of waste materials. 8. Checking first-aid kits and other relevant equipment used in the department; carrying out electrical and other safety checks, etc. 9. Organising, storing and checking the condition of art material and food technology equipment, including checking and returning equipment to stores. 10. Attending department meetings. 11. Setting up and caring for plant and animal collections. 12. Preparing standard art solutions. 13. Prepare and arrange display of student artwork as directed by Head of Department. 14. General cleaning and repair of equipment. 15. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder. 		
Personal Attributes	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in an Art subject • Knowledge of Health and Safety • A sense of responsibility • Ability to take initiative and work independently • Ability to work within a team working environment • Excellent communication and interpersonal skills • Ability to prioritise tasks • Confidentiality at all times • A pro-active and flexible approach to work • Decision making skills • A willingness to learn and develop personal skills 		
Special factors	<ul style="list-style-type: none"> • This post requires the handling of some chemicals 		
Organisational Chart	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #e0f2f1; padding: 5px; margin: 10px auto; width: 80%;">Head of Department</div> <div style="margin: 5px auto; width: 10px;"> </div> <div style="border: 1px solid black; background-color: #e0f2f1; padding: 5px; margin: 10px auto; width: 80%;">Technician</div> </div>		

Signed: _____
Post holder

Date: _____