

## **JOB DESCRIPTION**

### **Textiles & Drama Technician**

<b>Department</b>	Technology and Drama
<b>Post</b>	Textiles & Drama Technician
<b>Hours</b>	12 hours per week, permanent, part time, term time only
<b>Grade</b>	NJC Grade 3 (£18,065-£18,426 pa) Actual salary: £4,867
<b>Qualifications/Experience</b>	See person specification below
<b>Responsible to</b>	Subject Leaders
<b>Grievance Officer</b>	Business Manager

#### **Principle Responsibility**

To provide practical resource-related support to the Textiles and Drama subject areas

#### **Specific responsibilities (Textiles):**

- Care and maintenance of sewing machines
  - weekly filling of bobbins
  - dusting out under cartridge
  - checking and correcting top and bottom tensions
  - oiling
  - setting up for year 7 and 8 lessons/helping year 7 and 8 in class with safe use - checking threading and correcting and replacing needles etc.
- Preparing fabric, paper & paint
  - Cutting and ironing fabric
  - Cutting and storing wide range of paper
  - Maintaining and storing stock including: a wide range of different fabrics; wool tops; yarns; ribbons and braids; embroidery threads; cotton threads
- Care, storage and maintenance of stock
  - Maintaining and storing paint and art stock including: Acyclic paints; Ready mix, blocks, water colour, fabric paints and other art stock
- Lesson set up/clear up

- Other
  - Photographing and printing of students work
  - Stock ordering; printing and photocopying - (necessary due to specialist nature of art work)
  - Filing exam scripts
  - Creating sample folders of students work
  - Creating and maintaining resource folders
  - Helping with exhibition set up

**Specific responsibilities (Drama):**

- Assisting with Drama productions
- Maintaining the costume collection
- Coordinating costumes with school production cast
- Altering costumes as required
- Maintaining the props/stock cupboard
- Helping students/staff to make props/sets for productions

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check.*