



## **Post Details**

**Title:** Creative Arts Faculty Technician (primarily D&T Technician)

**Responsible to:** Head of Creative Arts (who reports to Deputy Head Teaching & Learning)

### **Responsibilities and Duties:**

The primary function of this post will be to work as a technician within the Design & Technology department supporting the teachers that work within that department. The role will also have roles supporting other teachers within the Faculties other subjects of Art, Music and Drama. The range of duties covered may include (but not be restricted to) the following:

#### **Duties**

- To provide backup service for lessons so that extras, deficiencies, faults or spare equipment may be made available for lesson continuity.
- To provide materials and equipment required for lessons as specified by teaching staff.
- Knowledge of legal safety requirements – e.g. Health and Safety at Work Acts.
- Implementation of safety regulations, including those specified in Risk Assessment.
- Testing and recording of all electrical equipment within the whole Faculty.
- Clear away, clean and maintain equipment at the end of a lesson as required within any of the Faculty subjects.
- To carry out a system of planned maintenance for machinery and equipment.
- To assist teaching staff in the management of examination project work.
- To keep a check and report on all stock; to order and keep records of orders, for such stock as materials, tools, equipment and capital items as authorised by the teacher responsible for D&T.
- Liaising with the Art teachers to ensure that department has enough stock and resources for their teaching.
- To check delivery notes and invoices.
- To keep the classroom across the whole Faculty, workshops and store areas in a clean, safe and workmanlike condition and to deal with or report potential hazards, breakages etc.
- To be responsible for D&T facility keys and for leaving the department in a safe and secure condition in and out of school hours.
- Assist in the setting up and dismantle of Faculty performance such as exhibitions or shows.
- To liaise with other members of the teaching, technician and estate maintenance staff in the efficient running of the Faculty.
- It is recognised that some additional duties require specialist knowledge, experience and training. These will be supervised by the teacher responsible for D&T.
- To support and contribute to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- To comply with college safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services, and complying with statutory requirements.



The responsibilities as listed will be subject to review from time-to-time and may be amended following consultation with the Head of Creative Arts Faculty or the Bursar.

### Person Specification

The successful applicant is likely to have worked in a similar or education environment, and will be expected to:

- Build excellent and professional relationship with pupils and staff.
- Have excellent communication and interpersonal skills, with a confident and articulate manner.
- Be able to work calmly under pressure;
- Be PC literate and competent in the use of a range of equipment generally used in delivering the D&T curriculum;
- Be thoroughly responsible and trustworthy;
- Be able to work in a team and on their own initiative;
- Have a high standard of personal presentation;
- Have a degree of flexibility towards hours worked, depending on the requirements of the role, especially during the busiest periods in the department.

### Details of the appointment

1. This is a full-time position. Normal working hours will be 37.5 hours per week, usually working Monday – Friday, 8:00 am – 4:30 pm with a 1 hour unpaid lunch break) during the 36 weeks of term-time. Lunchtime should normally be taken between 12:10pm and 1:10pm but flexibility is expected to allow for attendance at lunchtime faculty meetings or other contingencies.
2. Full training will be given to the successful candidate to use and maintain all the equipment found within the Faculty.
3. The offer of the post is subject to statutory clearance by the Disclosure and Barring Service.
4. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.
5. Included in your pay will be 4 weeks paid holiday, to be taken during school holiday periods.
6. In line with auto-enrolment regulations you may be auto-enrolled in a defined contribution scheme with The Peoples Pension.

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment. An offer of employment is conditional on receipt of satisfactory references as well as a prohibition check and an Enhanced Certificate issued by the Disclosure Barring Service.*



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