

## Job Description

Date: September 2019

Post Title	Reporting To	Responsible For	T&C	Scale/Point	Hrs/Wk	Wks/Year	Job Purpose	Key Responsibilities	General Duties and Responsibilities
<b>Art/DT/Food Technology Technician</b>	Technical Support Manager/ Team Leader  Work Director is the Director of Creative and Performing Arts and/or the Subject Leaders for Art/DT/Food Technology	None	NJC	Scale 3 Point 5 to 6	32.5	term time plus 5	To provide technical support to teaching staff in the Art, Design and Food Technology subject areas, including the preparation of materials, setting up of equipment for practical sessions and maintaining equipment for use.	<ul style="list-style-type: none"> <li>• Carry out first line servicing of machines and equipment in the designated subject area ensuring safety and reliability. This will include cleaning, oiling, sharpening, removing dust and carrying out minor repairs.</li> <li>• Maintain the good order and organisation of the classrooms, prep rooms, workshops and its storage facilities.</li> <li>• Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable item as required.</li> <li>• Under the supervision of the head of subject, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system.</li> <li>• Assist teachers and students during lessons.</li> <li>• Supervise students in the subject area under direction and guidance of the subject teacher</li> <li>• Prepare display materials and equipment for parents' evenings; remove and display items of work around the College as and when requested.</li> <li>• Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health &amp; Safety, COSHH and ESCC regulations are adhered to.</li> <li>• Maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks as appropriate.</li> <li>• Keep sinks and work surfaces clean.</li> <li>• Maintain aprons in a serviceable condition and keep stock rooms and tool rooms clean, tidy and in good order.</li> <li>• Ensure that food ingredients are kept and stored appropriately in accordance with Food Hygiene regulations</li> <li>• Ensure compliance with all Health &amp; Safety procedures and policies as set within the College and subject area framework</li> <li>• Ensure that your own working practices are to the highest level of Health &amp; Safety and 'good practice'; carry out or contribute to the completion of departmental Risk Assessment and ensuring that these are adhered to and regularly reviewed.</li> <li>• Carry out COSHH assessments and maintain the subject COSHH register</li> <li>• Carry out regular Health &amp; Safety checks of machinery and equipment in accordance with the subject schedule</li> <li>• Report immediately any non-compliance or Health &amp; Safety needs to the Head of Subject</li> <li>• Carry out routine administrative tasks for the subject area, e.g. photocopying, filing, collecting post, running errands, etc.</li> <li>• Accompany College trips and visits as appropriate</li> <li>• Contribute to appropriate extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>• To work at all times in accordance with the mission, ethos and values of the College.</li> <li>• To understand and adhere to College policies and procedures.</li> <li>• To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures.</li> <li>• To pursue personal and professional development required for the effective performance of the role.</li> <li>• To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students.</li> <li>• To always maintain confidentiality and discretion</li> <li>• To attend meetings and other College events as appropriate</li> <li>• To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate</li> </ul>

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