



SOUTH NOTTINGHAMSHIRE
ACADEMY AND SIXTH FORM

Job Description

Job Title:	Art, Design and Technology Technician
Location:	South Nottinghamshire Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6 £17,496 - £19312 (fte) Actual salary £7,966 to £8,792
Hours of Work:	20 hours per week, 3 days a week, term time only
Responsible to:	Head of Department for D&T, Art and Food
Post Objective:	To provide efficient and effective technical service to the Art, Design and Technology faculty in the delivery of the national curriculum within the academy's classrooms.

Qualifications needed: A current Health and Safety Machinery Certificate

Main Duties and Responsibilities:

Organisation & Support - Staff

- Organisation of support systems for Art, Design and Technology teaching at Key Stage 3, 4 and 5 in liaison with the Heads of Design and Technology subject areas.
- Liaison with teaching staff to review and modify systems as necessary.
- Attend relevant meetings.
- Liaison with technicians from other schools and relevant support groups.

Organisation & Support – Resources

- Ensuring that the materials required for teaching are ordered and prepared, including cutting of resistant materials using appropriate machinery.
- Liaison with Heads of Department over capitation allowance for Art, Design and Technology. Budget planning, control and ordering to maintain adequate

stocks of equipment and materials. Liaison with suppliers for quotations and requisitions.

- Operation of systems for storing, stocking, transporting and distributing items for use in the Design and Technology curriculum.
- Maintenance of necessary records – financial, legal, etc.
- Organisation of all necessary repairs, cleaning and maintenance of Art, Design and Technology equipment, either “in-house” or through liaison with suppliers. Liaison with Site Team for maintenance of fixtures and fittings. Providing advice on improvements to facilities.
- Disposal of equipment and waste materials as necessary.
- Provide relevant technical support on request to other areas of the school if and when demands from Design and Technology permit.

Health and Safety

- Implementing Health and Safety legislation and procedures.
- Keeping up-to-date with relevant regulations and procedures (COSHH etc.) and passing information to teaching staff as necessary.
- Inspection, maintenance and correct use of safety equipment.
- If trained, first aid treatment for minor injuries.

Technical Advice and Assistance

- Preparation of equipment, materials and rooms required for demonstrations, examinations and practical work in Art, Design and Technology lessons, including dismantling and storage after use.
- Provision of technical advice to teachers and pupils as appropriate.
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.

General

- Liaison with other departments and non-teaching staff over matters relating to Art, Design and Technology and whole-school issues.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy’s policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.