

Post Details		Last Updated: 10.06.21	
Department:	Art, Technology & Food DEPARTMENTS		
Job Title:	Faculty Technician – Art, Technology & Food Technician		
Grade:	C FTE £18,933 - £19,941 Actual £16,610 - £17,494	Term Time 37 hours per week 08:00 – 16:30 Mon – Thurs 08:00 – 16:00 Fridays	
Responsible to:	Head of Faculty		
Responsible for:	N/A		
<u>Job Purpose:</u>			
To provide technician support to the Art, Technology & Food departments. The technician will co-ordinate the use and maintenance of practical resources and facilities; providing assistance and advice in meeting the practical needs of the curriculum.			
<u>Background Information/Relationships</u>			
The post holder will be required to maintain a close working relationship with the Head of Faculty.			
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i>			
<i>Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>			
Person Specification			
Qualifications and Professional Memberships			Essential/ Desirable
Educated to GCSE level standard or equivalent with passes including English and Maths at Grade C or above			E
Experience and Knowledge			Essential/ Desirable
A level experience			D
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others			E
Previous technical in Art, Technology & Food experience			E
Be able to prioritise and manage workload.			E
Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.			E
Be able to work in an organised and methodical way and have sound organisational and coordination skills.			E
Be able to work effectively under pressure.			E
Be able to maintain confidentiality.			E
Practical Skills			
Ability to plan, prioritise and organise work and resources for self and others			E
Be able to work accurately and to work to set deadlines			E
Awareness of standard procedures e.g. titrations and making up standard solutions			
Confident basic user of ICT.			E

The ability to prepare all levels of practical following the COSHH regulations.	E
Personal Qualities & Attributes	
Ability to work as part of a team and on own initiative and with resilience	E
Self-motivating with the ability to multi task	E
Good interpersonal skills, and the ability to enthuse and motivate others	E
Willingness to undertake first aid training	E
Communication Adaptability / Flexibility Planning and Organising Teamwork Continuous Improvement	E

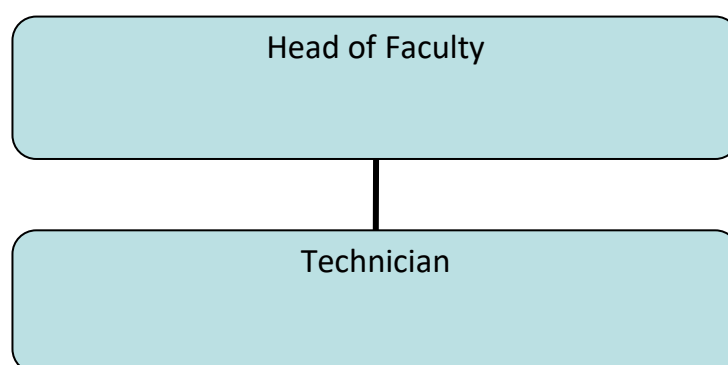
Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Main Responsibilities/Activities:

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.

More specifically the post holder will be expected to:

Key responsibilities: the main responsibilities of the post will include:

- To assist in the development of lessons/work plans, administration of coursework and work sheets etc.
- Take part in supporting learning activities at Key Stage 3 & 4, through allocation of specific tasks and areas of responsibility as agreed with the Head of Faculty.
- To contribute towards planning, development and organisation of systems/procedures
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Operation of systems for storing, stocking, transporting and distributing items for use in the curriculum
- Administer and assess routine tests and invigilate exams/tests

- Liaison with Head of Faculty over capitation allowance for departments, planning, control and ordering to maintain adequate stocks of equipment and materials

Advice & Assistance

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

Health & Safety

- Implementing Health & Safety legislation and procedures
- Keeping up to date with relevant regulations and procedures (COSHH etc.) and passing information to teaching staff as necessary
- Organisation of all necessary repairs and maintenance of Technology & Food 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
- When trained, first aid treatment for minor injuries
- Keeping the workrooms clean and tidy during the school day and undertaking laundry of items such as aprons, tea towels etc
- Disposal of equipment and waste materials as necessary

General

- Liaison with other departments and non-teaching staff over matters relating to the Faculty
- Attendance of 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