

## ERCALL WOOD ACADEMY

### Job Description

#### Design & Technology /Art Technician

Responsible to: Head of Department

37 hours per week

Grade and Salary: Scale 3

#### 1. Purpose

Under the overall direction of the heads of department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The technology/art technician will provide technical support to the departments, by the preparation of tools, equipment and materials for lessons. The technology/art technician will undertake a practical health and safety role for both the departments.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

#### 2. Main Duties and Responsibilities

- Support in the classroom.
- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- To ensure equipment and electrical connections and other materials are left/stored in a safe and secure condition, ready for re-use.
- To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Being responsible for the safe working of appliances.
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the department.
- To assist in maintaining records of apparatus and materials, including inventories and records of breakages.
- To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.
- Monitor and manage stock cataloguing resources and undertaking audits as required
- Purchase of consumables from local shops as required.
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
- To undertake general tasks within the DT and Art departments such as portering and handyperson duties, including transporting supplies within the school, collection of materials locally.

### Main Duties and Responsibilities

- Maintain a safe and clean working environment at all times.
- Provide support and assistance to the classroom teachers during practical lessons.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the technology and art room.
- To attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, eg clubs, visits and extra-curricular activities organized by the departments
- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations.
- To prepare materials.
- Filing of paper resources on return to preparation room and duplication of resources as required.
- To undertake general tasks within the D&T and art department such as handy person duties, including transporting supplies within the School and collection of materials locally, general maintenance of class and store rooms.
- Management of the school mini bus to include maintenance and ensure that it is roadworthy.
- Driving duties of the school mini bus.

### 3. Maintaining Work Area

- To ensure that art and technology rooms and equipment are kept clean and tidy and that technology/art room's safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work.
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To be responsible for maintaining departmental displays of work both in the technology area and around the school

#### 4. Health and Safety and Compliance

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas. assessment of risks for technician activities.
- Advising staff on safety issues and trialling practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and pupils to the highest standard.
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of technology
- To ensure that any debris or spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.
- Maintenance of the class rooms and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
  - Equal Opportunities
  - Health, Safety & Welfare
  - Child Protection
  - Data Protection
  - Risk Management

#### 5. Support for the School

- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head Teacher.
- Ensure an up to date inventory is maintained.
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the equipment
- Keep logs of all chemicals for Audit purposes.
- Undertake First Aid duties as part of a rota.

6. General

- Take responsibility for own professional development, continually keep updated about new initiatives in art and technology and contribute to the school as a learning organisation by undertaking relevant courses such as COSHH etc.
- To contribute to the health and safety of pupils and other staff in accordance with health and safety regulations
- Manage the effective implementation of projects and science initiatives.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Principal.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Develop constructive relationships & communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required

7. Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects
- Ability to access the whole site to review/check equipment
- Some work involving visual display units
- Evening work will be required from time to time to support events for which flexibility in working hours is essential