



JOB DESCRIPTION

Post Title	Creative Arts & Technology Faculty Technician
Salary Scale / Grade	Salary Scale 3 (SCP 5 - 6)
Hours / weeks per year	37 hours per week, term time plus 1 day only
Responsible to	Federation Faculty Lead - Technology

Job Purpose:

To work with teaching staff to support the teaching and learning in the Federation Technology Faculty by ensuring the effective preparation, maintenance and storage of tools, materials, equipment, furniture and fittings, ingredients and undertake learning activities with students and teachers.

Key Accountabilities

- To ensure practical environments are prepared ready for lessons, including: hand tools, machinery, ingredients and consumables mixed media art materials and cleared up and put away at the end of lessons.
- To assist teachers and students during practical lessons and at times to take charge of a group of students to carry out the practical lesson as directed by teaching staff.
- To assist with food preparation for lessons.
- Food Tech Areas - to keep sinks and worktops clean, stock rooms and equipment clean and tidy and in good order including cookers; to maintain aprons in a serviceable condition.
- Art Room Areas - to keep sinks and worktops clean, stock rooms and equipment clean and tidy and in good order.
- Ensure displays around the Creative Arts and Technology Faculty are of high quality, regularly updated and presented in such a way as to raise students' aspirations and to engage staff, visitors, parents and governors.
- Assist with general administrative tasks, including stock-taking, compiling orders and filing and maintaining order in the store cupboards.
- To ensure materials are available for lessons as required by the class teacher and to regularly maintain equipment.
- To ensure all workshops and stores are free of clutter and clear walkways and individual working space.
- To store students' work including GCSE and A level major projects.
- Have knowledge of and ensure all aspects of health and safety are adhered to within the Faculty areas.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. Record and maintain accurate records of data required for COSHH regulations.
- To be responsible for organising the maintenance and repair for any equipment.
- To be responsible for the annual inventory check and departmental equipment.
- Any other duties commensurate with the level and grade of the post.

Other responsibilities:

- To follow and support the Federation policies reflecting the Federation's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.

- To promote and safeguard the welfare of students you are responsible for or may come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs at 4/C or above in English and Mathematic or equivalent	✓		A
NVQ level 3 or above		✓	A
ECDL or equivalent		✓	A
First Aid Certificate		✓	A
EXPERIENCE			
Working with relevant age group with behavioural difficulties		✓	A, I
Experience of working with students with additional needs		✓	A, I
Day to day working experience and skill with Google Docs	✓		A, I
Experience of working in an educational setting		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding and experience of the main safeguarding principles		✓	A, I
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		A
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Good ICT and Administrative skills	✓		A, I
High level of accuracy and attention to detail	✓		A, I
Ability to use Arbor or equivalent		✓	I
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

September 2022