



Art & Design Technology Technician
Grade 4
32.5 Hours per week
Term Time + 5 days

Job Purpose:

Under the direction of the Director of Learning, provide a technician service to staff engaged in the teaching of Design and Technology (including Craft, Art, Ceramics and Photography)

Job Description

A. Work and materials preparation

1. Preparation, retrieval and cleaning of equipment for lessons, activities and examinations in all technology areas as required.
2. Preparation of materials and equipment for group and individual projects.
3. Construction and preparation of equipment and setting up of demonstrations for teaching staff.
4. Testing new equipment and assisting in developing new practical work for lessons and examinations.
5. Assisting with the preparation and construction of visual aids including mounting and display of work.
6. Assisting teaching staff with demonstrations and the supervision of students as necessary, e.g. small group work, pupils carrying out practical work, pupils using hand tools or specialist equipment under the direction of the teacher.
7. To work across the faculty e.g. in Food, assisting as directed by the teacher.

B. Maintenance of teaching areas and equipment

1. General care of teaching areas, including the regular inspection and maintenance of benches, hand tools, computer equipment, Kiln and Photographic equipment and other ancillary equipment.
2. Grinding, sharpening, and general maintenance of cutters for machine tools, hand tools and equipment.
3. Undertaking repairs to machines, and hand tools including the replacement of parts, fault finding and minor repairs to equipment.
4. Safe storage of tools, equipment and materials, including the manufacture of racks and other equipment.
5. Inspecting furnishings, equipment and services, and reporting the need for any major repairs or renewals.
6. Giving assistance with any long term projects of a design, art, photographic, ceramic and/or technological nature.
7. Flexibility and willingness to work in other areas of the school as required.





C. Health and Safety

1. Inspection, maintenance and correct use and storage of safety equipment.
2. Safe storage of dangerous materials and disposal of waste materials.
3. Ensuring compliance with all relevant health and safety legislation in all working areas, and that all equipment is safe before issuing to students or staff for their use.
4. Advising students on safe operation of tools and machinery.
5. Ability to deliver basic First Aid – training will be provided if successful candidate not already trained to appropriate level/qualification.

D. Stock Control

1. Operating an efficient system for stocking, storing, transporting and distributing all items of equipment used in the technology faculty.
2. Assisting with ordering and control of stock, preparation of requisitions, checking deliveries, and collecting equipment and materials from local shops and suppliers as required.
3. Maintaining a good stock of appropriate materials for school use.
4. Keeping records of flammable liquids, lifting equipment, etc - where required.

AND such other duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

