



Cardinal Newman Catholic School

Job Description

ARTS AND FOOD TECHNICIAN

Grade 3 - £19,264 - £20,444 pro-rata per annum (actual salary £14,618 - £15,513 per annum)

32.5 hours per week, Term time only plus teacher training days

The Arts and Food Technician provides practical support to both departments, supporting the needs of students and staff. They will provide technical advice and assistance in the classroom to support students and assist with the provision of learning activities.

Duties and Responsibilities

- To prepare classrooms for lessons, practical activities and demonstrations
- To prepare, distribute and then clear away equipment materials and resources for lessons as required
- To ensure that equipment is in good working order and that the classroom, preparation room and storage areas are in a clean, secure, safe and orderly condition.
- To carry out both routine and non-routine checking, cleaning, maintenance, testing of equipment to the required standards
- To provide technical advice and support in the classroom, for example, with demonstrations, practical activities and resources
- To assist in ensuring the safe and effective operation and use of equipment, materials and resources
- To contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum
- To assist in the promotion and observance of a healthy and safe working environment
- To liaise with facilities, suppliers or contractors when necessary and in relation to equipment repairs, servicing and maintenance, new installations and disposals
- To assist in putting in place provision for practical school and public examinations
- To assist and maintain appropriate classroom and corridor displays within the Departments and within the School
- To assist in stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records
- To establish and maintain good relationships with all students, parents / carers, colleagues and other professionals
- To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filing and collection of payments from students
- To maintain both manual and computerised record and filing systems in line with departmental requirements
- To attend school events as required, for example, open days
- To assist in escorting students on educational visits and participate in extra-curricular activities as required
- To assist with the carrying out of risk assessments including those on a variety of equipment and processes
- To attend relevant meetings and training sessions as required

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed once a year, but it may be subject to modification or amendment at any time after consultation with the holder of the post. The post holder is expected to be flexible and adaptable.



Person Specification

Minimum standard of GCSE (grade A*-C or equivalent)
Qualifications in relevant fields e.g. Basic Food Hygiene Certificate/Art Qualification
Practical, hands on experience of catering/cooking /art/photography
Previous experience of working in an educational environment (school, college)
Knowledge of national guidelines regarding the Food Technology curriculum and healthy eating initiatives in schools
Knowledge of the following software. 1 Adobe Photoshop. 2 The Apple Mac operating system and file structure. 3 Video editing software such as iMovie and/or Adobe Premier Pro
Use of and familiarity with DSLR cameras and video cameras. Any experience of a two camera video studio and digital video mixing (we currently use a Tricaster) would be an advantage, but a genuine interest and willingness to learn the equipment, and then help others, is essential.
Be computer literate with experience of MS Office packages including Outlook, Excel and Word
Be self-motivated and reliable with a disciplined work ethic
Be approachable with good interpersonal and communication skills
The ability to develop good working relationships with all members of the School community
Ability to work constructively as part of a team and follow direction from line manager
A well organised and resourceful approach to their work and have the ability to meet deadlines
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">•Motivation to work with children and young people•Ability to form and maintain appropriate relationships and personal boundaries with children and young people•Emotional resilience in working with any challenging behaviour•Professional attitudes to use of authority and maintaining discipline•Understanding of child protection and promoting the welfare of young people

Special Requirements: This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS check will be required prior to appointment.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.