



JOB DESCRIPTION

Post Title:	Art & Technology Technician
Grade:	GR2 SP16 - 20
Purpose:	<ul style="list-style-type: none"> • To provide support for teaching staff within the Technology and Art department • Assist with improving the presentation of the school • Support in Skills School as directed by AHT KS3 • To share best practice in order to develop and enhance the performance of others. • Contribute to the Academy Aim of being the school of choice
Reporting to:	Head of Art & Technology
Liaising with:	Senior Leadership Team, Middle Leaders, Learning Support , Clerk to the Governing Body and Relevant Staff with Cross-Academy Responsibilities, Relevant Non-Teaching Support Staff, LEA Staff, Parents, BMET staff, Residents and other Stakeholders
Working Time:	39.5 hours a week term time plus 10 days during school holidays and 10 hours over the year for open events and parents evening to be directed by Head of Art & Technology. This equates to an FTE of 1.0
Disclosure level:	Enhanced
Main Responsibilities:	<ul style="list-style-type: none"> • Requisition of consumables or equipment to maintain adequate stock levels after liaising with the Head of Department • Routine maintenance of the machinery and tools within the Technology Department • Completing risk assessments for all practical's within the department and maintaining up to date records • Performing the annual stock- take • Assist in the allocation of the Art & Technology budget for: • Replacement and new apparatus • Equipment and materials for the Art & Technology department • Preparation of materials/samples for both classwork and examinations • Assisting in all practical lessons • To support the AHT for Year 6/7 with taster days and transition day activities • Carry out weekly safety checks in accordance with laid down instructions and codes of practice • Ensure teaching staff are aware of dangers of leaving equipment in an unsafe condition e.g. breakages, spillages, emphasising the dangers of not informing the technician(s) immediately if any of these occur. • Competent and safe use of tools and machinery to make model examples. With understanding of CAD/CAM including CNC router and laser cutter using the software provided • Within the department undertake photocopying or duplication as necessary • Reproduction of confidential examination materials • To be responsible for: • The storage and retrieval of stencils and standard documents • Ensuring the food room is clean, tidy and organised for good lessons. • To assist with exhibitions and displays for open days, festivals, plays etc.

	<p>including mounting/framing finished work.</p> <ul style="list-style-type: none"> • Where applicable issue audio-visual equipment , files and aids as required by the department • Repairs to equipment: <ul style="list-style-type: none"> - Simple repairs to equipment/apparatus - Manufacture simple replacement parts as required by the technology department - Arrange for repairs of other equipment with outside agencies • Manufacture simple replacement parts as required by the department • Arrange for repairs of other equipment with outside agencies • The use of PC/WP keyboard to input, amend and delete as may be required when carrying out normal duties. • Liaise with the Head of Department regarding the use of new information technology equipment
<p>Other Expectations:</p>	<ul style="list-style-type: none"> • To set an example of personal integrity and professionalism • A responsibility of promoting, safeguarding the welfare of children and young people he/she is responsible for or comes into contact with • To ensure all tasks are carried out with due regard to Health and Safety • To keep up to date with changes at the Academy through e-mails, staff briefing notes and attendance at relevant meetings • To seek / implement modification and improvement where required • To ensure effective communication as appropriate with all stakeholders • To liaise with BMET, partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies • To play a full part in the life of the Academy community, to support its ethos and to encourage staff and students to follow this example • To continue personal development as agreed • To engage actively in the performance management review process. To follow Academy Policies and Procedures, including but not limited to the office procedures and protocols • Prioritise own work according to the Academy needs, ensuring accuracy and attention to detail • Any other duties commensurate with the role • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</p>