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## Job Description

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### Job Details Art, Design and Technology Technician

### Salary Band 3 Term time only plus 10 days (actual salary £17,313 - £17,660)

### Contract Permanent

**Duties and key result areas:**

**Art:**

1. To prepare materials, resources and setting up equipment for use in lessons. This may include: cutting slabs of clay, cutting lino and setting up printing equipment, making year group sets of sketchbooks, mixing and disposing of darkroom chemicals, downloading and uploading photographs from memory cards onto Google Drive, mixing of papier mache etc. Monitoring of equipment with specific health and safety requirements (Lino tools, craft knives).

2. To carry out a weekly audit of renewable and non-renewable equipment, materials and resources

3. To support with ordering materials, stocktaking and checking all deliveries of resources

4. To update & reconcile department budget records

5. To keep tools and equipment in good working order; including routine maintenance and annual repairs of specialist machines and equipment such as printing presses, kilns, sewing machines, cameras, photography lighting equipment, darkroom enlargers etc

6. To take responsibility for management of Health & Safety checks to all machines and classroom environments, including updating subject specific Art Department risk assessments - COSHH

7. To carry out routine maintenance of classrooms, equipment and additional rooms, including the safe disposal of waste materials(solvents and darkroom liquids)

8. To undertake enquiries and routine communication with suppliers of materials and specialist equipment

9. To organise and store materials, resources and equipment in stock cupboards

10. To retrieve and clear away materials and equipment to support the smooth running of lessons

11. To mount student work for display

12. To put up Department displays under guidance from staff

13. To support with CSE and A Level Art and Photography exam preparation - supporting staff and students with technical requirements and supervision of machinery/tools as required for their individual projects

**Design Technology:**

1. To assist senior students and teachers with ‘A’ level project work as and when required

2. To work with small groups of students from all age groups in the workshops as part of their lesson experiences

3. To assist teachers in practical lessons

4. To monitor all workshops and design studios on a weekly basis to check function of machinery, computers and stock

5. To service machinery on a regular basis

6. To monitor, order, store and distribute consumable stock throughout the Technology Department

7. To assemble resources and teaching aids in preparation for lessons

8. To construct teaching aids as required by the Heads of Technology and teaching staff

9. To assist in the processing of plastic materials for students and teachers, for example vacuum forming, line bending and blow moulding

10. To assist in the organisation of, and upkeep of displayed work around the department

11. To assist in the development of CAD/CAM work using 2D Design, Prodesk to, the laser cutter and the 3D router. To demonstrate to small groups of students the operation of these machines

12. To ensure health and safety requirements are fulfilled in the use of machinery and tools

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

| Physical requirements | Learning spaces in Art and Technology. Use of machinery and manual labour work. |
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| Transport requirements: | Required to use own transport to attend meetings both within and out of the County |
| Working patterns: | Normal hours but need to also work ‘out of hours’ as necessary. |
| Working conditions: | Normally indoors. |