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We are a vibrant learning community with a culture that promotes academic excellence, equality and high expectations for all.

JOB DESCRIPTION

Post Title: Technician (Art and Photography)
Salary: Grade C
Responsible to: Director of Business & Finance / Director of Art
Hours: 30 hours per week, Term Time + 1 day.

Overall Job purpose: To provide support to teaching staff within the Technology & Art departments in line with timetabling requirements and to contribute positively to the effectiveness of pupil learning. The post holder will be responsible for the day-to-day management of resources within the department. This includes ordering equipment, checking delivery of resources, and purchasing resources via petty cash as directed by Director of Subject.

Main duties

1. Preparation of materials for practical lessons and technical support. To support teaching staff through:
 - preparation of materials for practical classes both before and during lessons
 - support the development of pupil practical skills during lessons and after school as required;
 - to prepare specialist equipment for teaching staff and pupils within the department
 - advising teaching staff on potential problems/hazards with equipment;
2. Health & Safety: To maintain a safe working and orderly environment across the specialist provision by:
 - cleaning classroom benches and shelves when necessary;
 - maintaining clean and tidy storage areas;
 - ensuring that stocks of basic equipment and resources are maintained at appropriate levels
 - providing clearly labelled safe storage in line with relevant HSE policies;
 - ensuring prompt and safe storage of all apparatus;
 - to ensure routine maintenance, repair and cleaning of equipment within Technology workshops and preparation areas
 - clearly documenting faults;
 - to maintain necessary qualifications related to safe working practices required by HSE policy by applying only safe practices at all times and being aware of your own and the health & safety of others.
 - to administer first aid in the department / school (as required)
3. Care of departmental resources. To be responsible for:
 - stocktaking – to assist head of department and teaching staff with stocktaking and stock control, including the collection of orders where appropriate;
 - maintenance and storage of all resources;
 - undertaking minor repairs of equipment;
 - maintaining departmental stock book;
4. To attend relevant courses.

General Duties

- To actively promote the respect of customs, practices and reasonable ambitions of other people that may differ from one's own.

- To comply with any health and safety legislation, and to be accountable for ensuring all school health and safety policies and associated guidance are applied and to take responsibility for one's own health and safety;
- Provide assistance with primary school liaison activities;
- Actively support School Activities by attending such events as Open Evening
- Provide assistance to the IT technician in the installation of departmental software,
- To support the development of CAD/CAM with staff and pupils in the department
- Monitoring of risk assessments,
- Provide assistance with teaching staff when carrying out risk assessments,
- Support staff with inset activities,
- Support the work of the Technology and Art departments with partner schools,
- Support the work of technical staff colleagues within the department.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Sharples School will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Job description prepared/revised by: Ms A Webster Date: May 2024

Signature: _____ Postholder Date: _____

PERSON SPECIFICATION

Post title: Technician (Art and Photography)

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. EXPERIENCE / QUALIFICATIONS / TRAINING		
1.1	Educated to at least good GCSE standard (or equivalent), including English and mathematics and a subject related to the post.	Application / Interview / certificates /References
1.2	Previous experience in role / employment experience or skills e.g. crafts.	
2. SKILLS & KNOWLEDGE		
2.1	Ability to manage time effectively, to prioritise tasks and to maintain detailed records.	Application / Interview / References
2.2	Knowledge and/or understanding of the implications of Health & Safety regulations with particular reference to COSHH.	
2.3	A willingness to attend training courses.	
2.4	A high standard of literacy and communication skills, and an ability to communicate effectively with both colleagues and pupils.	
2.5	Ability to work independently or with senior members of staff, using initiative when necessary.	
2.6	Ability and willingness to accompany pupils on visits, and drive the school mini bus.	
3. WORK RELATED CIRCUMSTANCES		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application / Interview / References
3.2	A commitment and interest in education and a willingness to play a full role in the life of Sharples School.	
3.3	Flexible with a willingness to adapt to the changing needs of the school.	

3.4	Smart in appearance, an excellent role model with a good attendance and punctuality record.	Application / Interview / References
3.5	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	
3.6	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	
3.7	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	
3.8	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	
4. ORGANISATIONAL COMPETENCIES		
4.1	Caring for Customers - To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting.	Application/Interview
4.2	Valuing Diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.	
4.3	Developing Self and Others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.	
4.4	Health and Safety - To operate safely within the workplace with regard to Health and Safety legislation.	
4.5	Confidentiality - An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on confidentiality, and the management and sharing of information	
4.6	Energy Efficiency - To promote energy efficiency throughout the workplace and within own area of activity.	
DESIRABLE REQUIREMENTS		
5. EXPERIENCE / QUALIFICATIONS / TRAINING		
5.1	Evidence of further study, specific training in related specialism.	Application/Interview/ References / Certificates
5.2	Previous experience of working with young people or in a school.	
5.3	ICT skills.	