



JOB DESCRIPTION

Section 1: General Information

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| Position Title | Art & DT Technician | Department | Academic Support |
| Reports To | Head of Technology | Probationary Period: | Two Terms |
| Location/Site | Rookwood School, Weyhill Road, Andover SP10 3AL | Employment Status | Permanent Term Time |

Section 2: Job Description

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| Position Purpose | <p>The main focus of this role is to provide support to the teacher in the preparation of resources for lessons, and to adhere to all relevant H&S legislation and general maintenance, as well as cleaning of equipment and restocking resources which is integral to the role.</p> <p>The person appointed will be required to assist with the day to day running of the Art and Technology department and to occasionally support with lessons. The main focus of the role will be supporting the learning in lessons for Key Stages 3 and 4, but support may also be required for Key Stages 2 and 5 when needed.</p> |
| Key Responsibilities | <p>The position will provide effective support across the Design Technology & Department, Art & Textiles. Typical duties include:</p> <p><u>Daily Preparation</u></p> <ul style="list-style-type: none"> • Maintaining (tidying and cleaning) all the teaching areas, storeroom and preparation areas to ensure a clean, safe and orderly environment. • Checking, and recording, the safety of machinery, emergency stops and other equipment (checking that it is functioning correctly and replacing broken blades, checking guards, speed of drills etc.) • Checking that ICT equipment is working • Regular tidying and cleaning of sink, tidy palettes away, paints etc from surrounding areas |

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| | <ul style="list-style-type: none"> • Check and restock paper drawers and fill glue pots. • Check displays – staple corners back down, straighten canvases etc. • Check and sort painting on drying rack in Art • Check and tidy trays in Textiles ensuring items are neatly stored and easy to locate. <p><u>Lesson Preparation</u></p> <ul style="list-style-type: none"> • Referring to the timetable, scheme of work or liaising with teachers as appropriate and prepare teaching rooms with materials for lessons, demonstrations, displays and exhibitions • Creating teaching and production aids e.g. jigs, formers etc. when needed. • Preparing and placing the relevant materials, tools and equipment safely (e.g. battery drills, hot glue guns, soldering irons, power supplies, test equipment etc.). • General administrative support including photocopying of resources. <p><u>During Lessons</u></p> <ul style="list-style-type: none"> • During lessons assist the teachers as directed • Advising pupils on economic and effective use of materials and safe practice on machinery. • When machinery is in use, the technician may be required to supervise the use of machinery and advise pupils on safe and effective techniques. Machines will need occasional adjustment and repair during use in lessons and some require constant supervision (e.g. soldering irons not replaced in stands, tools not in well etc.) <p><u>Maintenance & Improvements</u></p> <ul style="list-style-type: none"> • Ensuring regular cleaning, checks and maintenance is carried out for all machinery and tools, as per weekly checklist • Being responsible for liaison with the Head of Technology and Art Teacher regarding day to day jobs, repairs and the ordering of materials. • Assisting with proposals for the maintenance and development of the department, suggesting improved practices and procedures for the workshop. • Assisting with mounting work for exhibitions and displays <p><u>Budget, Ordering & Expenditure</u></p> <ul style="list-style-type: none"> • Regularly carrying out stock control audits. • Generating POs and ordering equipment and materials as directed by the Head of Department and Art Teacher. • Organising, and maintaining safe storage of materials. • Checking invoices and processing to Head Office • Maintaining records of suppliers and yearly expenditure. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Ensuring a safe working environment for pupils and staff |
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| | <ul style="list-style-type: none"> • Keeping up to date with safety legislation and carrying out weekly safety checks. • Exercising vigilance towards pupils especially in matters of Health and Safety. • Alerting the Head of Department to any issues of safety within the department. • Maintaining risk assessments – ensuring it is up to date, and amend as necessary • The Technician must be familiar with and adhere to the safety rules of the workshop and the School as outlined in BS4163 and the risk assessments for the department and must be willing to attend safety training courses as deemed necessary by the Head of Department. <p><u>Training and Development</u></p> <ul style="list-style-type: none"> • The Technician must attend computer training and other relevant courses as required to adapt to the changing demands of the curriculum. • These duties and responsibilities are intended as a guide. They are not exhaustive: the D&T Technician will be expected to undertake any reasonable task or responsibility as required by the Head of Technology or Art Teacher. |
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| KEY CRITERIA | ESSENTIAL | DESIRABLE |
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| Qualifications | <ul style="list-style-type: none"> GCSE English & Maths | <ul style="list-style-type: none"> Qualification in Art or Product Design |
| Experience | <ul style="list-style-type: none"> Training will be provided | <ul style="list-style-type: none"> Additionally, experience in engineering, electronics or computer science would be an advantage, as would an enthusiasm for hands-on design and technological projects. Understanding of use and repair of hand and machine tools required in Art and DT projects |
| Knowledge | <ul style="list-style-type: none"> Relevant H&S legislation | <ul style="list-style-type: none"> Knowledge and confidence using of a variety of hand and machine tools, including CNC routers, laser cutters and 3D printers would be desirable. |
| Skills and Abilities | <ul style="list-style-type: none"> Applicants should be organised and conscientious with an enthusiasm for art & design, technological processes and innovation, and be very much a team player. | <ul style="list-style-type: none"> |
| Work-related Personal Qualities/Behaviors | <ul style="list-style-type: none"> Be an effective team player that works collaboratively and effectively with others Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences Support, motivate and inspire both colleagues and pupils by leading through example Suitability to work with children Confidence, warmth, sensitivity, reliability and enthusiasm | |
| Equal Opportunities and Commitment | <p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> safeguarding and child protection | |

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| | <ul style="list-style-type: none"> • equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development <p>All employees at Rookwood School have an individual responsibility to safeguard and promote the wellbeing of children and young people or adults at risk in their care.</p> |
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The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: _____

(Please print)

Employee Signature: _____ Date: _____

Line Manager Name: _____

(Please print)

Line Manager Signature: _____ Date: _____