



JOB DESCRIPTION

D&T AND ART TECHNICIAN

Job Title:	D&T and Art Technician
Reporting to:	Head of D&T/ Head of Art
Working Arrangements:	Part time (16 hours) Term Time plus 5 days (47 weeks)
Job Purpose:	To support teaching and learning across the D&T and Art Departments

Main Responsibilities:

- Provide support and assistance to staff and pupils in the delivery of the curriculum.
- Prepare all teaching areas for practical classes, ensuring materials and resources are available for the start of each lesson. At the end of each lesson all teaching areas need to be checked to ensure no materials or equipment are left on the benches and student work is stored safely.
- Cleaning of practical areas, i.e. work surfaces, sinks, store cupboards etc.
- Assist in organisation/maintenance of student folders.
- Assist with putting up/dismantling displays.
- Stock taking, replenishing and organisation of materials, tools, parts and components.
- Assist the Head of Department with the processing and collection of orders.
- Photocopying and laminating.
- Using ICT to assist with research, producing resources and production of items for pupil project work
- Participate in training and performance development as required.
- Perform other duties which correspond to the general character of the post and are commensurate with its level of responsibility.



**PERSON SPECIFICATION
D&T AND ART TECHNICIAN**

Key

- AF - Application Form including letter of application
- C - Certificates
- I - Interview
- R - Employment References
- D - Enhanced Disclosure and Barring Service Criminal Checks

	Qualifications & Education	Essential/Desirable	Stage Identified
1.	NVQ 2 or equivalent qualification or experience in relevant discipline	E	AF, I
2.	Good numeracy/literacy skills	E	AF
	Experience and Knowledge	Essential/Desirable	Stage Identified
3.	Effective use of ICT	E	AF, I
4.	Use of relevant equipment /resources	E	AF, I
5.	Knowledge of particular subject/technical area	E	AF, I
6.	Ability to identify own training and development needs and co-operate with means to address these	E	AF, I
7.	Ability to relate well to children and adults	E	AF, I
8.	Experience of basic administrative tasks and processes	D	AF, I
9.	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	D	AF, I, R

10.	Knowledge of First Aid	D	AF, C
	Skills	Essential/Desirable	Stage Identified
11.	Ability to form and maintain appropriate relationships and personal boundaries with children	E	AF, I, R, D
	Personal Attributes	Essential/Desirable	Stage Identified
12.	Motivation to work with children	E	AF, I, R, D
13.	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	AF, I, R, D
	Special Requirements	Essential/Desirable	Stage Identified
14.	Suitability to work in a school role which includes direct contact with pupils	E	AF, D

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.