

# Wellington School



## Job Description – Art / Technology Technician

**Responsible to** - Heads of Art and Design Technology

### Main Duties

- Ensure a high standard of housekeeping by the indexing and storage of materials and equipment so that they are readily available.
- Assist in the maintenance of stock levels and carry out stock checks.
- Keep an up to date inventory of tools, equipment and materials
- Co-ordinate the preparation of resources for teachers within the Art and Design Technology Department.
- Prepare and provide tools and materials to support practical teaching and remove them safely afterwards
- Take responsibility for the maintenance of tools and equipment e.g. cleaning of art equipment.
- Assist Heads of Department in the upkeep of the schemes of work, worksheets, files and kits.
- Use the computer to store information, keep records and maintain and upkeep the schemes of work. Carry out any other clerical duties.
- Give extra support and assistance to new and trainee teachers where appropriate.
- Assist teaching staff when required to carry out demonstrations.
- Support staff and pupils on educational trips.
- Invigilate internal and external examinations.
- Maintain standards of safety and security as set out in the Department Handbooks.
- Ensure that all pupils follow the correct health and safety procedures, e.g. wear the correct protective clothing.
- Be familiar with, and follow, the safe operation of tools and machines, e.g. sewing machines.
- Have oversight of Health and Safety within the store rooms and workshops.
- Co-operate with the employer on all issues to do with health, safety and welfare.
- Liaise with the PAT Tester to ensure electrical safety tests are carried out as appropriate on portable electric equipment.
- Comply with all school policies – particularly those on Health and Safety, child protection, confidentiality and data protection.
- Other appropriate technician duties as requested by the Head of Department.
- Demonstrate the operation of specialist pieces of equipment, and oversee the use, on a one to one basis, by pupils of such equipment.
- Support pupils with the selection and use of tools, equipment, processes and materials.
- Encourage pupils to work independently when appropriate so as to develop greater self confidence and independence.
- Deal with or report, to the nearest member of the teaching staff incidents that are seen or reported regarding pupils' welfare.
- In line with the School's Asset Management Policy participate in the safe disposal of any surplus equipment or that which is deemed irreparable.

### NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.