



St Ursula's Convent School A Humanities College and Teaching School

Design Technology & Art Technician Job Description

Accountable to	Head of DT and Head of Art
Grade	Scale 2
Hours	18 hours per week (three days 08:30-15:30 with 1 hour unpaid lunch break)
Weeks	39 weeks per year (term time + INSET)
Salary	£21,408-£21,795 pro rata
Start	ASAP

Purpose of Job:

To be responsible for supporting Art and DT with preparing resources, ordering resources, using CAD/CAM and maintaining a clean learning environment.

Functional Links:

The School Technician will liaise with staff, professionals, volunteers and visitors to maintain the high standards of the school.

Reporting Relationships:

The School Technician will report to the Head of DT and Head of Art.

Duties and Responsibilities:

- To work both as part of a team or unsupervised, prioritising own work and meeting deadlines.
- To setup and clear away resources in DT, Art and Textiles as required.
- To support the teacher with stock monitoring and control plus ordering of resources.
- To support students preparing for CAD/CAM projects.
- To support teacher in using the laser cutter for pupils' projects.
- To support the Art Department in productions of resources
- To support the Art Department in running of workshops
- To keep a record of equipment in the department and routine servicing and maintenance requirements. Arrange these in conjunction with the Head of Department and School Premises Team

- To ensure equipment and materials prepared for lessons are to the specification of the teacher requisitions, including making up special equipment or modifying from existing equipment as necessary from instructions supplied by the teaching staff.
- In conjunction with the appropriate teachers to advise students on the safe and proper use of tools and equipment and on the correct and safe way to carry out learning activities. To also advise staff, as necessary, on Health and Safety issues and on the best way to carry out practical work.
- To undertake safety checks as required and comply with the requirements of Health and Safety, and other relevant legislation and school documentation. This to include carrying out appropriate risk assessments for practical and technical activities. To help organise exhibition of works in coordination with teachers.
- To carry out basic administration tasks – for example copying, lamination and binding equipment.
- To use email to communicate with other staff and external stakeholders.
- To be ICT literate
- To use the phone to communicate with external stakeholders.
- To support the overall work of the Design Technology/Art Departments, as requested.
- To maintain information in a confidential manner.
- To demonstrate a commitment to the Safeguarding of Children
- To promote Equality and Diversity in all contacts.
- To carry out all duties in accordance with school policies.
- To uphold the Catholic ethos of the school
- To carry out other such similar duties that may be reasonably required by the Leadership Team.

ST URSULA'S CONVENT SCHOOL**PERSON SPECIFICATION****Design Technology & Art Technician**

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none">• Good general standard of education• Good numeracy / literacy / ICT skills• Basic knowledge of H&S regulations	<ul style="list-style-type: none">• Safeguard training• First Aid trained
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none">• Experience working with a range of Art and/or Design Technology equipment and resources• Experience or solid understanding of working as a technician in a school or educational establishment, undertaking a range of practical tasks• CAD and workshop competent	
Personal Qualities	<ul style="list-style-type: none">• Ability to communicate effectively, orally and in writing• Excellent organisational and planning skills, including prioritising tasks• Ability to think creatively to anticipate and solve problems• Ability to encourage and inspire young people to achieve• Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.• Computer literate – must have good ICT skills including a working knowledge of MS packages• Ability to work using own initiative, exercising good judgement where unsupervised.• Creative flair• Flexible approach to work• Ability to carry out routine maintenance of equipment• Awareness and commitment to equality and diversity, health and safety and safeguarding.• Supportive of the School's Catholic Ethos	