



JOB PROFILE

Job Title:	DT/Art & Graphic Design Technician
Grade:	APTC 3
Reports To:	Head of Art & Graphic Design Department
Staff Managed (if any):	None

JOB PURPOSE AND CONTEXT

The role of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know-how.

ROLES AND RESPONSIBILITIES

1. To prepare, organise and deploy
 - Material and resources
 - Maintain and organise equipment
 - Set up cover work in a teacher's absence
 - General admin and ordering
 - To support learning and teaching within the classroomSupport cover teachers so that practical lessons can continue in a teacher's absence
2. To work with pupils individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. (These responsibilities to be carried out under the supervision of the teacher).
3. To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers.
4. To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school.
5. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
6. To clean up specialist equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely.
To be responsible for ensuring that bins, sinks, splash backs, cupboards and equipment trolleys are cleaned on a regular basis.
Note: Technicians do not substitute for school cleaners. However, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment.
7. To implement agreed safety and security procedures covering:
 - Materials and resources

- Plant and equipment
 - Access to facilities
8. To be responsible for the storage and security of resources, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained.
 9. To be responsible for receipt and delivery of resources, equipment and consumables and for their safe movement around the facilities of the school.
 10. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
 11. To complete school based induction and any subsequent training required to improve performance.
 12. To take part in the school performance management system.

Note:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.



HORNCHURCH
HIGH SCHOOL
EXCELLENCE FOR ALL

Technician
Benchmark Person Specification

SKILLS AND ABILITIES	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently and support the work of the team	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and children and young people	√		Application & interview
Awareness of sensitive information and the need for confidentiality	√		Interview
Knowledge			
An understanding of specific technical health, safety and security issues in schools	√		Interview
Specific curriculum relevant knowledge (<i>to be specified relevant to the post</i>)		√	Application & interview
Know how to carry out basic health and safety checks, tests and routine maintenance	√		Application & interview
Know how to carry out and implement the practical tasks associated with security of materials and resources	√		Application & interview
An awareness of the application of ICT to the school and national curriculum	√		Application & interview
Qualifications and Experience			
Certification to competence in word processing and data base operations		√	Application
GCSE at level A – C in English and mathematics or equivalent	√		Application
Six months experience, on a voluntary or paid basis or as an intern, in a technical support or technician function		√	Application & interview
DATA accreditation for Health and Safety		√	Application & interview