

JOHN COLET SCHOOL

JOB DESCRIPTION

POST:	Technology/Art Technician
GRADE:	Pay Range 1b
PATTERN:	16.5 hrs/wk, 38 Weeks (Monday, Tuesday, Wednesday)
RESPONSIBLE TO:	STL Art and Design Technology

MAIN DUTIES AND RESPONSIBILITIES

Technology

1. Support and assist in lessons.
2. Organising equipment/materials/ ingredients for lesson requirements
3. Support students on an individual basis as requested by the teacher.
4. Setting up machines and kitchen equipment for lesson requirements
5. Health and safety checks of machines and kitchen equipment – electrical and mechanical as appropriate.
6. Preparation of materials for lessons.
7. Photography of students' practical work and completed food dishes.
8. Organisation and maintenance of Kitchen, Technology areas and stores.
9. Cleaning between lessons as required
10. Cleaning and emptying fridges and blast chiller.
11. Loading/unloading dishwasher, washing machine and tumble dryer as required.
12. Report any Health and Safety issues to STL Art and Technology

Art and Photography

1. Support and assist in lessons.
2. Preparation of materials for lessons
3. Preparing paper and maintaining drawers with equipment
4. Photocopying and using computer software to extend departmental resources
5. Entry of student information
6. Support in the organisation and storage of students Photography on the Google Drive as required by the teacher.
7. Reporting any Health and Safety issues to STL Art and Design Technology

GENERAL DUTIES

1. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
2. To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
3. To be aware of all necessary quality standards and performance measures and ensure they are adhered to.
4. To participate in the School's appraisal system.
5. To undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager.
6. To be aware of and implement school policies and procedures, reporting any concerns to an appropriate person.

7. To contribute to the ethos, work and aims of the school.
8. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.