



# Job Description

## Grade Profile – Design Technology & Art Technician

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| <b>POST TITLE:</b>            | Design Technology & Art Technician   |
| <b>GRADE/SALARY</b>           | Grade 4 Scale points 4 - 6<br>£24,404 – £25,183 full time equivalent<br>£20,635 - £21,878 actual salary  |
| <b>CAR USER:</b>              | NA   |
| <b>LOCATION:</b>              | Mount Carmel RC High School  |
| <b>REPORTING TO:</b>          | Curriculum Leader of Design Technology & Art   |
| <b>STAFF RESPONSIBLE FOR:</b> | NA   |
| <b>Working Hours:</b>         | 37 hours per week* – term time only<br>Monday – Thursday: 8:30am– 4:30pm<br>Friday: 8:30am – 4:00pm<br>*Flexible working requests considered   |
| <b>JOB PURPOSE:</b>           | <b>The main objectives to be achieved by the Postholder</b><br><br>With limited instruction or guidance, assist teachers, other technicians or support staff in the preparation and maintenance of teaching resources and equipment for pupils in a particular subject area.<br><br><b>Accountabilities/Responsibilities – appropriate for this post:</b><br>Key duties:<br><ol style="list-style-type: none"><li>1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher or other technician</li><li>2. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse</li><li>3. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order</li><li>4. Update records, including production of reports and analysis of information</li></ol><br>Individuals in this role may also:<br><ol style="list-style-type: none"><li>1. Ensure the adherence to health and safety regulations by technical support staff within the school</li><li>2. Provide clerical and administrative support to the classroom teacher as directed</li><li>3. Order resources as instructed</li></ol><br>Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards<br><br><b>Additional supporting information – specific to this post.</b><br><br>Post holders may have some specialist knowledge or experience in a technical area though full training will be provided as required.<br><br>This profile would be applicable for technicians working in single subject areas such as Science, Design & Technology, Art, Food Technology, Performing Arts or Sport. |

## Grade Profile

### Level Four – Operative / Support (Grade 4)

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| <b>Level Four Purpose</b>  |
| To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.   |
| <b>Scope of Work</b>   |
| Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.   |
| <b>Accountabilities/Responsibilities</b>   |
| Role holders may be required to: <ul style="list-style-type: none"><li>▪ Plan and organise straightforward tasks; or</li><li>▪ Exchange varied information with members of the public; or</li><li>▪ Carefully use very expensive equipment; or</li><li>▪ Handle and process considerable amounts of information; or</li><li>▪ Instruct, and check the work of, others; or</li><li>▪ Provide general information, advice and guidance on established internal procedures.</li></ul> |
| <b>Skills, knowledge and experience</b>  |
| <ul style="list-style-type: none"><li>▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.</li></ul> <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>                                   |
| <b>Performance Measures</b>  |
| <ul style="list-style-type: none"><li>▪ Completion of tasks to required standards and deadlines.</li></ul>   |

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out.

**PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time. The post holder may be asked to complete any other responsibility/ task under the grade as requested by the Headteacher**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



# Person Specification

## Design Technology & Art Technician

| Person specification form  |  |   |
|--|--|---|
| <b>Post title:</b> Design Technology & Art Technician  | <b>Grade:</b> Grade 4                      |   |
| <b>Directorate:</b> Children and Young People  | <b>Post number:</b>                        |   |
| <b>Establishment or team:</b> Mount Carmel RC High School  |  |   |
| Requirements<br>(based on the job description)   | Essential<br>(E)<br>or<br>desirable<br>(D) | To be identified by:<br>application form (AF),<br>interview (I), test (T), or<br>other (give details) |
| <b>Qualifications</b><br>English & maths GCSE's: A* - C / Grade 5 (or equivalent).   | E  | AF  |
| <b>Experience</b><br>Applicant to be experienced in the use and maintenance of equipment relevant to the Design Technology and Art department. (Training provided as required)<br>Experience of working within a school  | D<br><br>D                                 | AF<br><br>AF  |
| Experience of working with children  | D  | AF  |
| <b>Knowledge, skills and abilities</b><br>Ability to work flexibly across the Design Technology and the Art department<br>Ability to work independently and use initiative<br>Ability to communicate effectively with staff and pupils<br>Attention to detail<br>Ability to work as part of a team<br>Flexible attitude to work                            | E<br><br>E<br>E<br>E<br>E<br>E             | AF/I<br><br>AF/I<br>I<br>AF/I<br>AF/I<br>AF/I   |
| Ability to work in an organised and methodical way<br>Time management skills<br>Knowledge of Health & Safety legislation<br>Knowledge of CoSHH legislation<br>Ability to use powered tools and equipment relevant to the role e.g. sanding machines, drills, saws, router, laser cutter (Training provided as required)<br>Effective administrative skills | E<br>E<br>D<br>D<br>D<br>E                 | I<br>I<br>AF/I<br>AF/I<br>AF/I<br>AF/I  |

|  |   |   |
|--|---|---|
| <b>Other</b> (including special requirements)  |   |   |
| 1. Commitment to safeguarding and protecting the welfare of children and young people          | E | I |
| 2. Commitment to equality and diversity  | E | I |
| 3. Commitment to health and safety   | E | I |
| 4. Commitment to undertake relevant training and professional development                      | E | I |
| 5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings)         | E | I |
| 6. Satisfactory attendance record/commitment to regular attendance at work                     | E | I |
| <b>Note: We will always consider your references before confirming a job offer in writing.</b> |   |   |

## APPLICATION PROCESS

**Posts that involve engaging in regulated activity relevant to children.**

**It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.**

### Application Process

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings. The letter of application should

- Be accurate and legible.
- Be underpinned by an overall philosophy and have an understanding of Catholic education and how you will support the distinctive ethos of the school.
- Be clear and concise clearly outlining how your experience has prepared you for the post.

**Return application forms and supporting documentation to**

**[vacancies@mountcarmelhigh.lancs.sch.uk](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)**

Note: We will always consider your references before confirming a job offer in writing.

Standalone CV's will not be accepted.

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website:

[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk).

**Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.**

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act.

Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

### **Re-employment of Ex-Offenders.**

Please see the Recruitment Guidance pack on our website for further information:

[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)

### **Child Protection Policy Statement**

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice, and which behaviours should be avoided.

**Safeguarding & Child Protection Policy** Please see the Recruitment Guidance pack on our website for further information: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)

School Policies can also be found on our School Website: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)  
Information/Policies

### **Shortlisted Candidates**

Please note that in line with Keeping Children Safe in Education guidance an online search will be carried out as part of our due diligence on shortlisted candidates.