



THE HOLLINS JOB DESCRIPTION	
JOB TITLE	Design Technology and Arts Technician
GRADE	Grade 6
RESPONSIBLE TO:	DT & Arts Head of Department with Operations Manager.
JOB PURPOSE:	The main objectives to be achieved by the post holder
To provide support to teaching staff during term time across Design Technology, visual art & Food Technology. In the holiday period, to support our premises team with projects, maintenance and development work. To adopt a flexible style to tackle a range of routine duties across departments.	
Main responsibilities <ul style="list-style-type: none">- Assist the teacher in lessons and deliver technical learning activities under the overall supervision of a teacher- Undertake routine maintenance of technical equipment- Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils- Develop and implement plans to safely and securely store allocated resources / materials / equipment- Update records, including production of reports and analysis of information.- Work with the premises manager on maintenance such as, joinery, floor laying, painting and general work- Maintain and use a wide range of tools and equipment, examples but not limited to saws, pillar drills, laser cutter and 3d printer.- Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources.- Ensure the Food Safety Act is adhered and followed at all times.- Check and maintain stock levels.- Prepare materials, resources and equipment for daily use and for upcoming plans.- Work in a timely manner that supports your department with setting up and packing away of practical lessons.- Contribute and input into the improvement and maintenance across the school.- To undertake other duties of a similar level and responsibility as may be asked by your line manager or headteacher.	



Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

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

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.