

Role Profile

Key responsibilities

- This postholder is responsible for delivering first class technical support to the Art curriculum.
- Respond to teachers requisition for their Art lessons by preparing in advance of lessons all necessary equipment, resources and documents; delivering them to the relevant classroom and laying out as requested.
- Ordering consumable materials and maintaining stock levels for the department.
- Maintaining a relationship with suppliers and technical support contractors to ensure best service.
- Prepare and clear up materials and equipment for lessons and examinations
- Control equipment in and out of stores including maintaining adequate supplies
- Allocation of materials to pupils.
- Recording of items to be ordered.
- Assisting during lessons.
- Assist teachers in carrying out risk assessments for demos and practicals.
- Assist teachers with demonstrations and practical in the classroom.
- Assisting teachers in organising external organisations to conduct workshops in school and co-operating with the Head of department in planning the itinerary
- Ensure that statutory health and safety regulations and safe practice are complied with.
- Undertake appropriate training in the application of health and safety law.
- Remove from use any equipment that is deemed unsafe and report it to your line manager.
- Monitoring and maintaining equipment and resources, ensuring it meets all relevant health and safety requirements
- Routine checking of equipment.
- Arranging for repair of equipment.
- Cleaning of storerooms.
- Arrange for photocopying, collation and stapling of written teaching materials and internal examination papers.
- Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements)
- Work with the school's appraisal process to evaluate and improve performance and take full advantage of the training and development available
- To invigilate examinations as required
- To supervise our students at break and lunchtimes
- Being responsible for the quality of displays in the corridors. Carry out regular checks and improvements where required.
- Assist teachers with displays in classrooms
- Help to supervise school trips
- To carry out duties and responsibilities commensurate with the post necessary for the smooth running of the school, as required by the Head Teacher and Head of Department.

Key Accountabilities

The postholder is line managed by the Head of Art

Person Specification

Essential	Desirable
<p>To relate positively to students and staff and be helpful and patient</p> <p>To possess a pleasant personality and a good sense of humour</p> <p>To be smart and presentable</p> <p>To have good IT skills</p> <p>To pay attention to detail</p> <p>To be very well organised, methodical and accurate</p> <p>To view constructive criticism as positive input</p> <p>Strong desire to develop own skills and support others in developing their skills</p> <p>To be flexible in approach and happy to do whatever is required</p> <p>To have excellent attendance and punctuality</p> <p>To have a positive outlook and a 'can-do' approach; show initiative and willingness to be part of a team</p> <p>To be committed to the principles and practice of equal opportunities</p> <p>To be committed to student welfare and safeguarding principles of the school</p>	<p>To have experience working as a technician</p> <p>Current and/or previous experience of successful work in a school or college</p>