

Urmston Grammar

Job details

Job title: DT & Art Technician

Salary: NJC scale 1 point 3 – 10,664.12 actual salary

Hours: 18 hours per week flexible over 5 days Mon-Fri

Contract type: Permanent

Reporting to: Head of DT, reporting into Head of Faculty

Responsible for: N/A

Core Purpose

The primary purpose of the role is to provide day to day support and organisation to the departments assisting to prepare and setting up for practical lessons, ordering and organising resources and providing specialist support in the classroom to teachers to enhance the delivery of the curriculum.

Duties and responsibilities

- Preparing in advance of lessons, all necessary resources, materials, and equipment in workshops for practical activities. Collecting equipment at the end of lessons, ensuring safe keeping.
- Running demonstrations and helping pupils with learning as appropriate.
- Advising pupils on the correct use and safe procedures in using tools, equipment, and machinery.
- Ordering and maintaining adequate levels of stock / materials / equipment for the department. Keeping an up-to-date record of stocks, compiling orders, and obtaining costings.
- Maintaining departmental inventories, asset registers and records of equipment, tools and machinery.
- Ensuring tools, equipment and machinery is repaired, maintained, and in good working order.
- Managing the department to comply with all Health and Safety laws, updating risk assessments, conducting machine and workshop audits.
- Maintaining COSHH records and ensuring the safe storage, handling and disposal of hazardous substances and materials.
- Assisting during Design and Technology lessons, supporting pupils.
- Supporting the preparation and administration of practical examinations, assessments and controlled tasks.
- Liaising with external contractors, service providers and suppliers regarding maintenance, repairs and statutory compliance inspections.
- Keeping pupils' 'Skills Register' up to date for workshop machines and processes.
- Providing induction, guidance and training to staff and pupils on the safe use of specialist equipment and machinery as appropriate.
- Maintaining high-quality displays and preparing exhibitions for departmental and school events.
- Ensuring healthy, safe storage and accessibility of equipment and materials.

- Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.
- Ensuring compliance with CLEAPSS guidance and all relevant legislation relating to Design and Technology workshop environments.
- Oversee all workshop activities as appropriate.
- Supporting SEND pupils and other learners to access practical activities safely and effectively under teacher direction.
- Contributing to the development of practical learning resources and demonstrations that support teaching and learning.

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation.
- Carry out and record regular health and safety inspections within Design and Technology teaching areas, workshops, machinery areas and storage facilities; report any concerns to the line manager/Business Manager

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school, working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School's appraisal procedures as an appraisee and, where applicable, as an appraiser. It is a business requirement of the School that the post holder is on site for five days per week. The post holder will also be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility to promote and safeguard the welfare of children. The post holder will comply with Urmston Grammar's Safeguarding and Child Protection Policy and report any concerns relating to the safety or welfare of children to the Designated Safeguarding Lead.

The post holder will be expected to maintain an awareness of safeguarding issues, undertake mandatory safeguarding training, and promote the welfare of children by helping to create and maintain a safe and supportive environment for all students.

This post is classed as being in regulated activity.

All appointments are subject to satisfactory pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check with children's barred list information, receipt of satisfactory references, verification of identity, right to work in the UK, medical fitness, qualifications, and other checks as required by Keeping Children Safe in Education (KCSIE).

As part of the shortlisting process, the School may carry out online searches on shortlisted candidates as part of its due diligence obligations. Candidates will be required to provide details of any criminal convictions, cautions, reprimands or warnings that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to information of a confidential nature and will be required not to disclose such information. All personal information must be held in the strictest confidence and disclosed only to authorised persons in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, unless explicit written consent has been obtained or disclosure is otherwise required by law.

Equal Opportunities

The post holder must comply with and actively promote equality, diversity and inclusion and must not discriminate against any individual on the grounds of sex, disability, marital or civil partnership status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, pregnancy or maternity, political opinion or trade union membership.

Notes:

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the School. This job description and accompanying documentation do not form part of the employment contract.