



### Job Description

<b>Job Title:</b>		Creative Arts Technician			
<b>JE Code:</b>	AA3503	<b>Evaluation:</b>	453 points	<b>Grade:</b>	N5
<b>Date:</b>	September 2018		<b>Status:</b>	Final	
<b>Responsible to:</b>		Curriculum Leader Creative Arts			
<b>Responsible for:</b>		N/A			
<b>Job purpose:</b>		To provide technical support, including constructing complex equipment/apparatus and undertaking intricate and/or major repairs. Responsible for the maintenance and operation of the ceramics kiln and laser cutter			

### Main responsibilities

The following is typical of the duties of the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

#### 1. Teaching Aids and Resource Material, to include:

- preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
- constructing complex equipment/apparatus;
- preparation of specific resources from a number of components for practical use;
- checking items for class use in order to ensure that they are functional and sufficient in quantity;
- checking that the above items are returned for each class;
- Care and appropriate handling of resources.

#### 2. Care, Maintenance and Repair of Equipment, to include:

- visual checking, testing, adjusting, servicing and care of equipment;
- undertaking intricate and/or major repairs;
- returning equipment to storage as soon as practicable;

- Undertaking safety checks and keeping of appropriate records.
- Arrange for repairs and maintenance.
- Loading and firing of kiln.
- Advising Art Department staff on suitability of artwork for kiln.
- Lighting and sound support for course work and productions

3. Display and Demonstration work, to include:

- setting up equipment/apparatus/lessons as requested;
- Checking that the above is functioning correctly.
- Provide support for students, as directed by the teacher, using specialist skills, training and experience. Work with individual or small groups of students on curriculum related tasks under the direction of the teacher.

4. Liaison with Teaching Staff, to include:

- advice to teachers on the safe and effective use of equipment/apparatus;
- advice on the availability of equipment, materials and other resources;
- Notify line managers of any ways in which efficiency and safety could be improved.

5. Monitor and maintain departmental greenhouses.

6. Management of preparation areas.

7. Study appropriate literature and attend training courses etc in order to keep up to date with new and unfamiliar technology.

8. Advise on the purchase of equipment for department use.

9. Maintain stock levels and submit for approval to departmental budget holder.

10. Undertake departmental Health and Safety audits as requested.

11. Handle small amounts of cash.

12. Advise line manager of any Health and Safety concerns.

13. Assist in maintaining a healthy, safe and secure environment and act in accordance with schools' policies and procedures.

**Trust responsibilities**

14. Work to fulfil the vision and values of the trust.
15. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
16. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
17. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
18. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
19. Participate in appraisal, training and development and other activities that contribute to performance management.
20. Attend and participate in regular team and 1:1 meetings.