

Dear Applicant

Thank you for your interest in the position of **Art and Technology Technician at Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.**

Salary – Band 2 Point 11-16 £17,007-£18,319 per annum. Actual Salary £14,563

- 36.25 hours per week, 8.00am – 4.00pm Monday to Friday
- Term time only including 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **10am Thursday 7th June 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Art and Technology Technician
Reporting to	Head of Faculty
Main purpose of job	To provide specialist technical and administrative support working within art, design and technology and food and nutrition. Furthermore providing additional support with the whole school environment.
Key responsibilities:	
Administration	
<ul style="list-style-type: none"> • The requisition of stock and organisation of appropriate stock control systems • Preparation, photocopying and laminating of resource and display materials • Preparing and updating whole school art and design displays • Preparing and updating of whole school faculty displays • Organisation of safety checks and repairs on small and large pieces of equipment • Preparation of notice etc. for display boards using ICT • Taking and passing on phone messages • To prepare resources to enable delivery of KS3 and KS4 courses in art, design and technology and food and nutrition. • To set up practical demonstrations and issue equipment and materials as necessary • To check equipment, keeping all tools in good order and carry out routine maintenance ensuring that health and safety standards are met • To organise safety checks on large equipment by outside contractors • To organise and file all documents related to COSSH and all risk assessments within the Technology area. • To assist as and when necessary teaching staff in the supervision of pupils during practical work activities • To carry out annual stock take • To conduct weekly health and safety checks on equipment throughout the faculty • Check first aid equipment and replenish when necessary 	
Organising and managing practical resources	
<ul style="list-style-type: none"> • Co-ordinate the use of resources in the facility • Ensure that appropriate stock levels are maintained and stock checks are carried out 	
Development	
<ul style="list-style-type: none"> • Contribute to the design and development of practical activities • Trial practical activities with feedback to department • Involvement in discussing the practical requirements of the curriculum as required 	

General duties

- To promote an enthusiasm for and love of art, design and technology and food and nutrition amongst pupils
- Working with individuals and/or groups in the faculty during lessons and extra-curricular activities
- Photographing and cataloguing pupils work

Technician duties

As a member of a very busy faculty – requests will also be made to complete other duties relating to food technology. Duties included are;

- The acceptance of deliveries of goods and materials
- Preparation of the food and nutrition rooms for practical lessons
- Safe storage of completed practical work including wrapping
- Organising the laundry after each practical lesson
- Checking equipment after practical lessons to ensure it is clean and stored correctly
- Maintaining first aid boxes
- Management of fridges and freezers, including temperature control
- Supporting staff with the care and cleaning of the food technology rooms including ovens
- Ensuring that stockrooms are kept clean and tidy
- Monitoring of perishable stock
- Purchasing food ingredients
- Weighing of ingredients before practical lessons
- Supporting teaching staff in practical lessons where appropriate

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Qualifications and training	Essential <ul style="list-style-type: none">• Educated to GCSE including A*-C in Maths and English Language Desirable <ul style="list-style-type: none">• Technician qualification appropriate to the role
Experience	Essential <ul style="list-style-type: none">• 2 years relevant work experience• Assist with ordering, procuring, storing and maintaining items• Setting up resources, equipment and materials for lessons• Experience of practical activities appropriate to the role
Knowledge	Essential <ul style="list-style-type: none">• Procedures for preparation, use and maintenance of materials and equipment• Awareness of health and safety issues and COSHH regulations would be an advantage Desirable <ul style="list-style-type: none">• Working knowledge of secondary school curriculum
Skills and abilities	Essential <ul style="list-style-type: none">• Basic IT skills• Able to demonstrate experiments and techniques to colleagues and students• Able to work on own initiative and to organise and prioritise tasks• Good communication and interpersonal skills• Ability to work flexibly as part of a team and be available for occasional out of hours work• Willingness to undertake training and keep abreast of current issues relevant to own area of work through networks, conferences and other meetings