



Food, Textiles, Art and Photography Technician

Job Description

GRADE: Scale 2, 25 hours, 39 weeks

RESPONSIBLE TO: Curriculum Leaders

SUPERVISION EXERCISED:

CONTACTS: **Internal:** Staff and pupils
 External: Suppliers

MAIN SCOPE OF JOB: To assist Food, Textiles, Art and Photography teaching staff in the efficient running of their Departments.

PERSON SPECIFICATION

- A working knowledge and understanding of basic safety, health and hygiene issues.
- Good organisational and communicative skills.
- Ability to work as part of a team and within a given time limit, in order to meet tight deadlines.
- Commitment to achieving and maintaining high standards with colleagues and pupils.
- Sensitivity to and empathy with the needs of the students and other staff.
- Some knowledge and experience of using ICT would be an advantage.
- A commitment to the aims and ethos of Swakeleys School.

Duties and Responsibilities

A Duties

- a) Ensure that stock, equipment, reference/resource material and pupil's work is stored appropriately and in good order and daily maintenance checks occur in line with Curriculum Leader guidance.
- b) Manage all orders (eg: ingredients, paints, equipment) to ensure that the resources are available for lessons so that demonstrations and practical lessons run smoothly.

- c) Keep up to date records of material and equipment stocks and assist the Curriculum Leader in placing orders and to ensure that all ingredients/materials/equipment are stored correctly to ensure the health and safety of students and staff.
- d) Provide help to pupils in their practical dealings with materials and equipment under the supervision of a qualified teacher.
- e) Assist in the practical organisation of the examinations, including the preparation of rooms, materials and equipment and the display of examination work. This also includes preparation of displays for any moderations and standardisation and packing work to post to the exam board.
- f) Attend in Service Training courses as required.
- g) Prepare visual aids and subject noticeboards with the materials provided by the Curriculum Leader.
- h) Assist in the arrangements and preparation of classrooms and resources for varying activities (eg cooking, Lino printing etc) and issuing/collecting materials from pupils.
- i) Maintain classrooms in terms of hygiene in liaison with cleaners. Checking that surfaces and equipment is clean. Reporting any equipment or other maintenance issues promptly.
- j) Clean and keep in good working order all equipment (eg: sewing machines, printing rollers, ink etc).
- k) Liaising with reprographics for photocopying as required by the classroom teacher.
- l) Assist with organising trips under guidance from the Curriculum Leader

B Responsibilities

- a) Be aware of the relevant safety requirements as defined by the Curriculum Leader.
- b) Store and label appropriately any potentially hazardous materials and substances as required by the Curriculum Leader

C Equal Opportunities

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

D Other Duties

Carry out any other duties commensurate with the general level of the responsibility of the job.

CPD: Quality training will enhance a technician's role within the team, such as the Food Teacher's Centre Technician Skills Academy and a Level 2 Award in Food Safety.