

Post title: Food & Textiles Technician

Responsible to: Headteacher / CAL Art & Design

Salary: Non-teaching staff pay scale (Grade 4, point 5 - 6)

Purpose

To work under supervision and direction as part of a professional team to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for pupils.

Key responsibilities

1. Prepare specific resources / materials / equipment for lessons (in both Food and Textiles) as directed including lifting and moving equipment.
2. Maintain sufficient supplies of materials (ordering new stock and checking stock levels) to enable delivery of lessons. Taking in of new stock/checking and storage in designated places.
3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse
4. Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order. Ongoing maintenance of equipment e.g. ovens, sewing machines etc
5. Perform duties in line with health and safety regulations and act where hazards are identified, including reporting any serious hazards to the line manager.
6. Undertake basic record keeping as directed.
7. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards. Cleaning and removal of items around work areas.
8. Maintain tools and equipment used by pupils and staff so that they perform as they should do (health and safety).

Individuals in this role may also undertake some or all of the following:

1. Assist in delivering practical learning activities for pupils (health and safety)
2. Provide clerical and administrative support as directed.
3. Order and collect supplies, both on and off site, as directed.

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Administration

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of the professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times e.g. Clubs, extra-curricular activities and Educational trips and visits.
- All staff in the school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Job Evaluation Assessment		
Factor		Relevant Job Information
1	Knowledge	knowledge of procedures for preparation of resources/ materials, setting up, cleaning and maintenance of equipment. Must be first aid trained, or successfully complete first aid training.
2	Mental Skills	Reports problems and potential hazards
3	Interpersonal & communication Skills	Exchange of information both verbally and in writing with staff and suppliers
4	Physical Skills	Assemble, disassembly and cleaning of equipment. Maintain display boards as necessary. Requirement to be, or successfully complete, ladder training
5	Initiative and Independence	Follows close and detailed instructions and / or is closely supervised, with little scope for discretion most problems are referred
6	Physical Demands	Sensory lifts and moves, pushes, and pulls resources, materials and equipment which may be awkward and heavy.

		Use of ladders - willingness to successfully complete ladder training.
7	Mental Demands	Sensory attention for preparation of equipment, materials.
8	Emotional Demands	Rare exposure to emotionally demanding situations when working with pupils
9	Responsibility for People	Prepares materials and equipment for pupils and assists in delivering practical activities. Implements specific health and safety policies relating to potentially dangerous materials or hazardous materials and substances.
10	Responsibility for Supervision	May be required to demonstrate own duties to new or less experienced staff
11	Responsibility for Financial	No responsibility or limited to small amounts of cash for supplies
12	Responsibility for Physical and information resources.	Check stock levels and may select and/order materials and equipment from suppliers under direction
13	Working conditions	Working in a technical/ practical area, e.g. laboratory, craft room, workshop
		Regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment..

Additional

The duties in this job description may be modified by the Headteacher, in consultation with the postholder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

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