



ART & FOOD TECHNICIAN

JOB DESCRIPTION

Job Title: Art & Food Technician	Grade: C Grade
Reports To: Head of Department	Leads & Manages:
Role Profile: Technician	Role Profile Number: 01532
Working Hours 30 hours (Fixed term) 39 weeks per year (Term Time plus inset days)	

Aim and Main Purpose of the Job:

To prepare, organize and maintain materials and equipment for classroom use, to enhance pupil learning.

Key Tasks:

- Preparing and setting up classroom equipment for practical lessons based on teacher requirements.
- Collating and preparing teaching materials and resources for use in practical lessons, based on teacher requirements.
- During lessons, remaining on stand-by in classroom or preparation room to be available to support teacher and assist with materials and practical demonstrations when needed.
- Preparing appropriate resources for examinations
- Collecting and cleaning materials and equipment from pupils at the end of lessons and cleaning classroom as required.
- Ensuring storage units and areas are locked and secure.
- Overseeing the safe storage of equipment (e.g. labelling of boxes) and maintaining appropriate records.
- Ensuring equipment is switched off at source.
- Ensuring equipment and materials are maintained to a safe standard, ensuring compliance with health & safety regulations.
- Undertake photocopying of resources.
- Assisting with the preparation of departmental documentation e.g. collating and distributing teaching materials.

- Assisting with the preparation of displays of pupils' work / notice board maintenance.
- Maintain the classroom and storage facilities in a tidy state as required.
- Conduction periodic safety checks on equipment and materials
- Regularly ensuring that materials and equipment are in good and usable condition, identify problems and resolve appropriately, carrying out minor maintenance and obtaining replacements where appropriate (where not appropriate, liaising with relevant site staff).
- Report maintenance and repair issues to the Line Manager
- Identifying when stocks are running low and ordering new stock, based on minimum requirements set by the Line Manager, to ensure materials and equipment are always available.
- Keeping appropriate budget databases up-to-date.
- Shopping for PP pupil's food plus general supplies.
- Checking, recording and storing supplies when received at the school.
- Comply with school health & safety policy including undergoing annual statutory and non-statutory training as required.

Additional Duties

- To carry out such other duties and responsibilities as may be agreed with the Head of Department from time to time.

GENERAL INFORMATION

Equality of Opportunity	<ul style="list-style-type: none"> • To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on

	such systems and ensure that all processes comply with this.
To Contribute as an Effective and Collaborative Member of the School Team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the business plans. • Attend meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person. • Undergo formal child protection training as required.
General Policies & Procedures	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person. • Awareness of responsibilities of the governing bodies.

Signature _____

Date _____