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| **Job Description: Art and Design Technician** | |
| **Post holder** |  |
| **Hours/Salary** | 30 hours per week, term-time  Salary: £14,934 per annum |
| **Responsible To** | Faculty Leader (Design) |
| **Main Purpose** | To support and work collaboratively with all staff and students within the Art and Design Faculty across each subject area (including Food) as needed.  Management of faculty resources, equipment, facilities & stock ordering. |
| **Duties** | ***1) To support and work collaboratively with all staff and students within the Art and Design Faculty.***   * Support structured practical activities for groups or on a one to one basis under the guidance of teaching staff in each subject area. * Provide practical support to students during lessons. * Undertake subject specific training as and when needed to ensure that staff are supported in the introduction of new materials and processes.   ***2) Management of Faculty resources, equipment and facilities.***   * Contribute to the daily upkeep, maintenance and organisation of the classrooms and practical resources. * Set up resources/materials/equipment for lessons in an organised and timely way. * Maintain stock control, order and management of equipment and resources, liaising with outside agencies as necessary. * Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse. * Ensure that displays of Art and Design work within both the Faculty and around school, is of a high quality and maintained routinely. * Undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order. * Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager. * Undertake record keeping, as directed.   ***4) Any other reasonable tasks requested by the Headteacher*** |