

The Marvell College



JOB DESCRIPTION and PERSON SPECIFICATION

SCHOOL: The Marvell College **POSITION NO:**

SECTION: **GRADE: 3**

JOB TITLE: Art, Design & Technology Technician **DATE PREPARED:** 1st July 2020

EVALUATION DATE: **JE NUMBER:**

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

PURPOSE:
To provide technical support to the Art, Design and Business Technologies Faculty.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

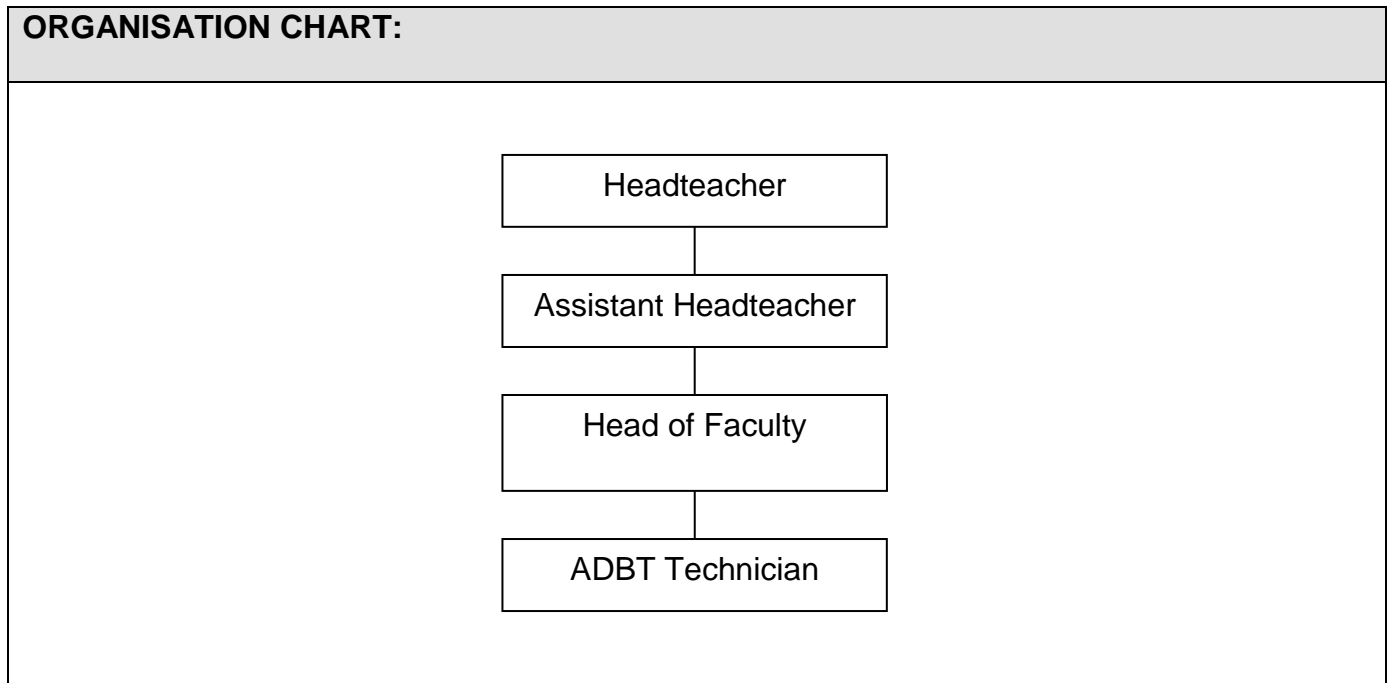
- | | |
|----|--|
| 1. | Organise safe systems of work in the department and safe storage of resources and equipment. |
| 2. | Maintain and clean equipment within the department ensuring it is in working order and safe to use. Arrange for the repair and replacement of equipment where necessary liaising with the Head of Faculty as required. Regularly log and monitor the temperatures of fridges and freezers. |
| 3. | To provide guidance in, accordance to the risk assessment, to staff and students on correct and appropriate use of equipment. To stay up to date with regulations and assist with the training of staff within the department as required. |
| 4. | Monitor record and re-order stock of Art, Food and Technical supplies as necessary. Deliver, check and return equipment from the classroom back to storage. |
| 5. | Assist in the preparation of food and resistant materials to support the delivery of lessons. Provide technical support to students within Food and Resistant Materials |
| 6. | Maintain and keep up to date inventory and records of equipment, machinery and materials. Maintain a health and safety file for the department. |

7.	Attend meetings as required.
8.	To carry out general administrative tasks within the department.
9.	To prepare equipment and materials for lessons in the areas of the Art, Design and Food. To support the teacher in the delivery of practical activities to ensure safety in the classroom.
10	Provide cross-school support, as required, particularly the art department at agreed times across the school year.
11.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.
<p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.</p>	

<p>DIMENSIONS: All sections should be completed – if there aren't any state 'none'</p>	
1.	<p>Responsibility for Staff: None</p>
2.	<p>Responsibility for Customers/Clients: None</p>
3.	<p>Responsibility for Budgets: None</p>
4.	<p>Responsibility for Physical Resources: Responsible for checking and returning technical equipment to and from the classroom and ensuring they are safe to use.</p>
<p>WORKING RELATIONSHIPS: All sections should be completed – if there aren't any state 'none'</p>	
1.	<p>Within Service Area/Section: ABDT Teacher x 8 ABDT Technician x 1 Students (School capacity 960)</p>
2.	<p>With Any Other School Areas None</p>

3. With External Bodies to the School
Health and Safety Inspector

DRAFT



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√					Moving equipment from room to room on a daily basis.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			√				Working with chemicals, paint, glue, DT materials e.g. wood & plastic
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		√					Dealing with students.

PERSON SPECIFICATION	Tick relevant column	List code/s*
-----------------------------	-----------------------------	---------------------

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	At least 5 GCSE or equivalent grades A*-C including English and Maths		√	CQ
	DT/ART/Food qualification or experience		√	
2.	Relevant Experience:			
	Knowledge and understanding of at least one aspect of Resistant materials, Food or Art	√		AF
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	√		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√		AF, I, R
	Ability to work within a team	√		AF, I, R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		AF, I, R
	Knowledge of materials, processes, chemicals, preparation risks and hazards	√		AF
	Knowledge of Health and Safety in a school based setting		√	AF
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	√		AF, I, R
	Good verbal skills. Able to communicate clearly with students and staff alike	√		AF, I, R
	Written Skills			
	None		N/A	
6.	Other:			
	Commitment to continued personal development in both self and others	√		AF
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Competencies:			

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
<p>The competencies listed below are all essential requirements for working at Hull Schools in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form.</p>				
Leading forward			N/A	
Improving services			N/A	
Analysis and decision making			N/A	
Making things happen			N/A	
Communicating with impact			N/A	
Collaboration			N/A	
Developing self and others			N/A	
8.	Additional Requirements:			
	None		N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service	√		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record	√		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only		N/A	AF(after short listing)