**Job Description: Art, Design & Technology Technician**

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| **Post Details** |  |
| **School/setting:** | Poole High School |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Point 4 (Fixed) |
| **Responsible to:** | Head of Department |

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| **Main Purpose** |
| To support the Head of Department by assisting the teaching staff in the preparation and clearing away of teaching materials and equipment, taking responsibility for stocktaking and ordering and for other such duties that may be required to assist the members of the department in their duties from time to time. |

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| **Duties and Responsibilities** |
| * To assist with the running of the department, ensuring that preparation is undertaken for all lessons and rooms are prepared for lessons throughout the day.
* To order and prepare all teaching materials required for project and examination work and other materials that will be required from time to time.
* To ensure adequate levels of materials and equipment are held within the department at any given time and monitor stock levels.
* Unpack all deliveries and keep the storage areas in a safe and tidy manner.
* To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of equipment and materials.
* To assist employees and students with work, including photocopying, arranging displays, photographing work and preparation of materials.
* Provide technical advice to students as applicable.
* To assist with the organisation and administration of Art Department school trips.
* To maintain the confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
* To undertake any other such duties deemed appropriate for this, or similar pay grade
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| * All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** Excellent organisational skills.
* Good stock control skills.
* Basis ICT Knowledge
* Work without direct supervision
* Excellent communication skills

**Desirable:*** Experience or interest in other studio areas e.g., photography.
* Competent with Photoshop or similar image manipulation software.
* Experience in a similar role.
* Experience of working in a school environment.
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| TL = Twynham Learning |  |