



BEBINGTON HIGH SPORTS COLLEGE

Designation of Post	ART/FOOD & DESIGN TECHNOLOGY TECHNICIAN
Responsible to	HEAD OF ART/HEAD OF FOOD TECHNOLOGY
Grade	APT&C Scale 3

Key Role/Function

To operate in accordance with the requirements of the Governing Body and the Head Teacher of the School in a range of duties to support the operation and control of the technical service to the Art Department and Food Technology Department at KS3, KS4, AS and A2 levels.

Specific Duties

1. To support the Head of Department in obtaining resources, collecting and storing materials for individual modals.
2. To assist the Head of Department in the preparation of visual aids, models, materials and equipment for lessons.
3. To be responsible for the identification of equipment needs in consultation with teaching staff and technical advisers.
4. To manage and adhere to the financial constraints of each department in consultation with the Head of Department.
5. To be responsible for maintaining stock levels, ordering stationery and equipment as required.
6. To be responsible for the cleanliness of all work areas and the washing of equipment.
7. To be responsible for maintaining clean/tidy storerooms, fridges and freezers.
8. To be responsible for ensuring the maintenance and repair of apparatus and equipment.

9. To be responsible for ensuring the accurate maintenance and administration of departmental inventory records.
10. To assist in the planning and preparation of appropriate projects for KS3, KS4 and KS5.
11. To assist with the selection, preparation and mounting of pupils work including GCSE, AS and A2 examination work.
12. To co-ordinate the preparation of food for visitors to the school as well as contributing to the provision of hospitality for other events.
13. To be responsible for the checking and replenishing of departmental first aid boxes.
14. To produce vibrant displays within the department and around the whole school.
15. To assist the teachers within the classroom to deliver good teaching and learning by supporting young people.
16. To carry out any other duties commensurate with the grading of the post as may be decided by the Governors and Head Teacher.