

# **THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE**



## **TECHNOLOGY, ART AND DESIGN TECHNICIAN**

## **JOB DESCRIPTION**

### **Technology, Art and Design Technician**

Responsible to: Curriculum Leader Technology, Art and Design

Duties will include:

1. To be responsible for the provision of an efficient and effective support service to the Technology, Art & Design department in accordance with the School's objectives, policies and procedures.
2. To assist in lessons and examinations, as directed, ensuring that teaching staff are provided with the appropriate support and are familiar with operating systems and procedures for machinery. To act as a 'trouble-shooter' in this regard as required.
3. To update the necessary instruction manuals and/or technical literature relating to the merchandise available, indexing/cataloguing material as necessary.
4. To be responsible for ensuring systems are prepared for class use and for providing assistance with demonstrations, experiments, software, equipment, examinations and assessments by pupils
5. To ensure that all work undertaken accords with current applicable Health & Safety legislation and suitable records are kept in the department
6. To be responsible for oversight of the general security of equipment across the department.
7. To maintain an awareness of developments within the Technology field, that maybe of use to the School or complement its curriculum, and undertake appropriate training as required.
8. To maintain links with contacts/external organisations that are conducive to the effective operation of the Schools Technology department networks.
9. To provide support to students during periods of contact and help promote the values and aims of the School.
10. To assist with the administration of the department including, stocktaking, ordering, displays and photocopying
11. To contribute to the development of appropriate quality standards and performance measures and ensure that they are implemented and maintained.
12. To participate in the School's performance appraisal system.
13. To undertake other work of an appropriate nature, and in the interests of the School, as directed by the school, to include contributing to the work of the team as required.

**The duties of this post may vary from time to time without changing their general character or level of responsibility entailed.**

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_