

Tunbridge Wells Girls' Grammar School  
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#### **DESIGN AND TECHNOLOGY/ ART TECHNICIAN**

This successful school wishes to appoint an enthusiastic D.T/ Art Technician who is interested in a range of creative subjects, prepared to learn Photoshop and other software programs and keen to assist pupils in a classroom environment. This position is 27.5 hours per week (over 5 days), term time only plus INSET days. Salary is Kent Range 5 £18,059-£19,863 (pro rata 0.6272 fte-£11,326-£12,458). For details and an application form, please see the school website [www.twggs.kent.sch.uk](http://www.twggs.kent.sch.uk) or contact Mrs Stewart-Smith by e-mail or telephone. **Deadline for applications: Wed 3<sup>rd</sup> April**

*TWGGS is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).*

# JOB DESCRIPTION

Job Title:	Technology and Art Technician –
Responsible to:	Curriculum Leader – Technology/ Curriculum Leader - Art
Responsible for:	n/a
Grade:	Kent Scheme 5
Hours:	27.5 hours per week, term time only plus INSET days (21.5 hours – Technology; 6 hours – Art, usually worked as two 3 hour slots) Plus up to 5 days annually during holidays as required (times by agreement)

## **Job Purpose**

- Oversight of all technical aspects of technology and art resources.
- Technical tasks related to Graphics, Resistant Materials, Textiles, Food Technology and Art
- Operation within health and safety requirements, assisting Curriculum Leader –Technology/ Curriculum Leader - Art in ensuring these are met
- Classroom/workshop support for pupils

## **Key Responsibilities/ Key Tasks - Technology**

### **General department duties**

- Ordering of stock and packing away after delivery
- Photocopying of resources
- Use ICT to update records and complete admin duties as required
- Assistance as required within the department
- Operating the 3D printer and laser cutter, training provided
- Organising pupils' work for storage

### **Textiles**

- Sewing machines: regular cleaning, fixing, oiling and general maintenance. Bobbins filled regularly
- Fabrics: stock sorted, reordered, cut and prepared for students
- Dyes prepared, mixed and kept tidy
- Sinks cleaned regularly
- Printing equipment prepared when appropriate
- Assistance during practical lessons when pupils require specialist equipment
- Creating displays

### **Graphics**

- Printing pupils' work using the A3 colour printer, use of scanners and digital cameras
- Assistance with software programs
- Reordering of stock when appropriate
- Creating displays
- Preparing electronics equipment when appropriate

### **Food Technology**

- Preparing equipment prior to lessons
- Helping to clear room at the end of a practical lesson
- Reordering of stock as appropriate
- Use of washing machines to keep aprons, cloths etc clean
  - General cleaning and basic maintenance of ovens

Specific Technology Technician duties may change over time, depending on the needs and priorities of the departments and school

## **Key Responsibilities/ Key Tasks – Art**

- To prepare equipment for lessons, replenishing paint and glue pots and washing palettes
- Organise storage areas and transport stock and distribute to art staff, aiding with the use of equipment including the use of Apple Mac computers.

- IT tasks when required
- Help put up and maintain display areas around the school, with special emphasis on exhibition times in the summer
- Help store GCSE and A Level art folders
- Pack the kiln and recycle the clay
- Upkeep and preparation of resources
- Other general tasks to help the smooth running of the Art Department

### **Other Responsibilities**

1. Undertake duties as specified in school policies and procedures
2. Any other reasonable adhoc duties (appropriate to role) requested by the Headteacher or Line Managers
3. Assisting other technicians as required by the Line Managers
4. Ensuring department's asset registers remains up to date
5. To ensure school equipment and records relating to this role are appropriately stored and secured
6. Completing all work to a good standard, and ensuring the role is carried out in a professional manner appropriate to a school context
7. Readiness to undertake appropriate training
8. Demonstrate an awareness of health and safety at all times

### **Experience/ Skills Requirement**

- Confidence to work in practical technology environment
- Good verbal communication
- Able to communicate with, and gain the confidence of, young people
- Computer literate
- Ability to prioritise
- Able to work proactively and independently
- Flexibility