

THE GATWICK SCHOOL
Design Tech / Art / Food Tech Job Description

Job Title: Design Tech/Art/Food Tech Technician
Reporting to: TBC
Location: The Gatwick School
Type of position: Permanent – Term Time Only

The Role

To assume the role of Design Tech/Art/Food Tech Technician, supporting the class teachers within the departments.

Main Responsibilities

- Prepare materials and ingredients as required by the subject teacher prior to lessons.
- Ensure hand tools are kept in optimum condition and stored correctly.
- Organise extra equipment for lessons.
- Regularly maintain the equipment and tools in the workshop and classroom areas
- Empty and clean the dust extraction filters as required by the manufacturer
- Keep all classrooms organised and free from hazards
- To assist Technology staff in developing appropriate resources for teaching and learning.
- Organise materials, ingredients and tools in the Department
- Stock-taking and ordering of materials, ingredients and equipment
- Organise and catalogue books in the Department.
- Assist with organisation of trips and events
- To provide support for the teacher during practical lessons this will include food lessons
- Under the direction of the HOD, ensure that all Health & safety requirements are met.
- To assist teaching staff in promoting and raising the profile of D&T within and outside school.
- To support the development and delivery of Computer Aided Design & Manufacture in D&T.
- Work as part of a team within the Design and Technology Department assisting each other as and when required.
- To undertake such other tasks relevant to the work of the Design Technology Department or the needs of the school as they may arise.

Qualifications & Experience

- Educated to A Level or equivalent
- Basic knowledge of Health and Safety regulations
- Experience working with a range of Food, Art and/or Design Technology equipment and resources
- Experience or solid understanding of working as a technician in a school or educational establishment, undertaking a range of practical tasks

Key attributes:

- Practical/hands-on experience is desirable but not a necessity
- Ability to show initiative and to prioritise one's own work and that of others
- Ability to work as part of a team and individually
- Self-motivating with the ability to multi task
- Confident in the use of ICT