

Yateley School

Job Description - Design & Technology Graphics and Art Technician

3 days per week- Graphics Department

1 day per week- Art Department

21 hours a week in total for 40 weeks

Graphics Technician Job Description

General

1. Setting up of demonstrations and class equipment
2. Maintenance and care of stock and equipment
3. Constructional work, including making of some ancillary equipment for teaching aids and samples
4. Stock control and notification to Head of Department of ordering requirements
5. Undertake periodic safety checks on equipment and materials
6. Physical demonstrations of equipment to and supporting them as necessary
7. Preparation of materials/ components for students
8. Production of displays and exhibitions of students work

Specific Duties and Responsibilities

1. Routine maintenance of the equipment and machines in Graphics workshops, including spray booth, sewing machines, vinyl cutting and 3D printer and printer. Management of equipment racks, including knives/scalpels and daily logging using sign out book.
2. Preparation of specialist materials and the setting up of equipment in readiness for class work or demonstrations- including the graphics rooms workshop areas BW3 and TE1
3. Working with the Technology Technician on routine maintenance of departmental CAM machines and equipment for CAD CAM. To assist teachers during the cutting process of CAM as necessary.
4. Maintaining the necessary order book to ensure that HOD is aware of stock requirements. Ordering equipment and materials and working with HOD to manage budget (includes Graphics materials in classrooms and workshops).
5. Weekly restocking of departmental rooms and workshops – both materials and sundry items (checking daily during practical sessions).
6. Constructional work, including the making of jigs and fixtures and ancillary equipment for teaching aides.
7. Storage of materials as required, organisation of Hudson cage storage shelves, Graphics and workshop areas.
8. Checking of health and safety issues and advise HOD
9. Tidying and upkeep of both the preparation room and store rooms in department (BG3/BW3 and BG1/BG2 cupboards).
10. Putting up and maintaining displays in the department and central areas of the school.
11. Departmental administrative tasks.
12. Assisting with department events including taking a lead role in the Yateley Young Designer Exhibition.
13. Photography of students design and practical work- for events/ display/ exam board submissions .
14. Preparation of student online portfolios- scanning and photographing ready for exam board submissions.

15. Supporting students in lessons with technical processes and techniques including health and safety.
16. Supporting with the work of STEM across the school including preparation of materials for master classes, where are the now posters, trips and events and regularly updating the What's On boards across the school and parents bulletin.
17. Supporting with fundraising and the production of items for sale- including laser cutting and assembly.
18. Production of promotional materials for the Design and Technology department.

Art Technician Job Description

General

Maintenance and care of stock and equipment

Stock control and notification to Head of Department of ordering requirements

Preparation of materials for students

Creation and maintenance of displays and exhibitions of students work

Loading/offloading and firing of Kiln

Liaise and communicate with internal and external agencies.

Provide occasional practical/technical support for staff.

Specific Duties and Responsibilities

Maintaining the necessary order book to ensure that HOD is aware of stock requirements.

Ordering equipment and materials and working with HOD to manage budget.

Restocking of departmental rooms with materials and sundry items

Storage of materials as required, organisation of storage shelves in the Art rooms

Tidying and upkeep of the Art rooms including displays

Departmental administrative tasks, photocopying

Assisting with department events including the Yateley Young Designer Exhibition

Photography of students work- for events and displays

Care of Kiln, Kiln room, kiln shelves and props