



Job Title	Technician For Art, Design & Technology Faculty
Date	October 2026
Department	Academic
Reports to	Head of Faculty

Purpose of the Role

To support the Art & Technology departments in:

- Providing technical advice and assistance in Art and the DT workshop to support students and assist teaching staff with learning activities, including individual and small group pupil support where appropriate, and contributing to the wider school community.
- Have particular regard to Health & Safety matters in accordance with school policy and statutory requirements, and other relevant regulations are adhered to including the maintenance and repair of equipment, and to include tool sharpening ensuring all equipment is maintained in a good working order, and the completion and recording of necessary checks.

Departmental Information

The Design Technology department has two workshops and 2 classrooms, including a computer suite, and benefits from connected storage facilities and preparation areas. There is a Head of Department and part-time DT teacher. The Art department has a range of specialist rooms, including a print room, darkroom, kiln room and sixth form art studio. There is a Head of Faculty and Art teacher.

Main tasks and responsibilities

Undertake and/or supervise the following tasks:

- Provision and preparation of resources and equipment for lessons within the department, including the construction of teaching aids (jigs, moulds, formers, etc)
- Liaise with the curriculum leader for design and technology to undertake the necessary ordering of items of stock, checking deliveries and ensuring suitable storage and record keeping
- To facilitate the administrative tasks e.g. filing, photocopying and laminating across the faculty.
- To support students and teaching staff when doing practical tasks
- To undertake routine maintenance of workshop equipment, including cleaning, calibration, testing, repair and removal from circulation of damaged or faulty equipment to ensure it is kept in good working order
- Check and manage the extraction system on a regular basis
- Support school events such as set design and prop manufacture for school productions
- Keep up to date with Health and Safety and COSHH regulations and ensure all staff in the Art & Technology Faculty are kept informed and oversee compliance by team members
- Take part in CPD activities as appropriate

Other tasks: As requested by the Head of Faculty

Person Specification

Educational Attainment and Qualifications

Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English, Maths (certificate/s to be available at interview)
NVQ or equivalent qualification in a relevant discipline

Experience, Knowledge and Skills

Essential	Desirable
• Commitment to the school's ethos, aims and its whole community • Experience of working in a relevant discipline within a Technology workshop or similar environment • Efficient and meticulous in organisation • Ability to build and form good relationships with students and colleagues • Recognition of the importance of personal responsibility for Health & Safety • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals • Good numeracy and literacy skills • Initiative and ability to prioritise one's own work and make informed decisions • Able to work flexibly to meet deadlines and respond to unplanned situations	• Working knowledge of the national curriculum • Experience of working in a school or similar establishment • Working knowledge of relevant policies, procedures, regulations/legislation e.g. Health & Safety and COSHH • Ability to work constructively as part of a team, understanding school roles and responsibilities including own • Ability to operate a range of ICT equipment and other specialist resources

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.