



The Khalsa Academy Wolverhampton DT & Art Technician Assistant Job Description

Post:	DT & Art Technician Maternity Cover
Salary:	Points 8-11 £26,824 - £28,142 (Pro Rata Term Time)
Hours:	37.5 Hours Per Week
Liaising with:	Head of Creative Arts & Technology SLT
Line of Responsibility:	Head of Creative Arts & Technology

Purpose of Post:

The Design Technology and Art Technician plays a key role in supporting the effective delivery of practical learning across the Design Technology and Art curriculum areas. The postholder will ensure that materials, tools, equipment, and resources are prepared, maintained, and organised to enable high-quality teaching and learning experiences for pupils. They will work closely with teaching staff to support practical lessons, demonstrations, and projects, while maintaining safe and efficient workshop and studio environments.

The role also includes responsibility for ensuring compliance with health and safety requirements, managing stock and resources, and supporting the wider development of creative and technical learning within the academy. The successful candidate will contribute to fostering an inspiring and well-equipped environment that enables pupils to develop practical, creative, and technical skills across both disciplines.

Duties and Responsibilities:

Key Responsibilities:

- Support the Principal in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered.
- Be emblematic of our:

Values: Truth, Altruism, Compassion, Service, Courage,
Resilience & Love

Trust Ethos: Together As One

Technical Support:

- To prepare, set up, and clear away materials and equipment for practical lessons in DT and in Art (including resistant materials, product design, and food where applicable)
- To support teaching staff in delivering practical activities safely and effectively
- To assist with demonstrations or supervision of students' practical work under the direction of teaching staff
- To ensure all tools, equipment, and machinery are maintained in good working order and kept clean and safe
- To monitor stock levels and order materials and consumables as required within budget Art and DT

- To assist in the construction, preparation, and adaptation of teaching resources, displays, and projects

Health and Safety:

- Maintain a safe working environment, ensuring adherence to Health and Safety regulations at all times
- Conduct routine safety checks and report any hazards, faults, or maintenance requirements promptly
- Keep up to date with relevant Health and Safety guidance for DT and ART practical areas
- Ensure COSHH regulations are followed for storage and use of materials and substances

General Duties:

- Assist in the organisation and storage of equipment and materials
- Support the department in preparing for exhibitions, displays, and extra-curricular projects
- Undertake any training as required to fulfil the role effectively
- Contribute to the wider life of the school, supporting events or activities where needed

Supporting Colleagues:

- Work collaboratively with teaching staff in Design Technology and Art to prepare resources, materials, and equipment for lessons and practical activities.
- Provide technical assistance during lessons, demonstrations, and project work where required.
- Support colleagues in maintaining safe, organised, and effective learning environments across workshops, studios, and classrooms.
- Assist in sourcing, ordering, and managing stock levels of materials, tools, and specialist resources.
- Contribute to curriculum projects, displays, exhibitions, and enrichment activities that enhance pupil learning experiences.
- Offer practical advice and support to staff on the use, maintenance, and storage of equipment and materials.

General Expectations:

- Support the Principal in ensuring that all School and Trust policies are implemented effectively.
- Prepare, maintain, and organise tools, machinery, materials, and equipment for Design Technology and Art lessons.
- Ensure workshops, studios, and preparation areas are clean, safe, and compliant with health and safety regulations.
- Carry out routine maintenance, safety checks, and minor repairs to equipment where appropriate.
- Monitor and manage stock, ensuring resources are available and replenished in a timely manner.
- Support the implementation of risk assessments and safe working practices for practical activities.
- Maintain accurate records relating to equipment, maintenance, and resource usage.
- Promote high standards of professionalism, organisation, and efficiency in all aspects of the role.
- Uphold the academy's values and contribute positively to the wider life of the school.
- Follow all health and safety regulations, including food safety procedures and risk assessments.
- Represent the school positively through excellent standards of conduct and presentation.
- Promote and monitor Health and Safety for all, including responding to emergency situations.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To play a full part in the life of the school community.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Other Duties

- Undertake any other reasonable duties as requested by the Head of Creative Arts & Technology or senior leaders in line with the nature of the role.
- Be flexible in working arrangements to meet the needs of the school calendar and special events.
- The post holder will be subject to performance objectives agreed annually and participate in performance management cycle.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- To take on any whole school initiative or responsibility that the Principal may direct.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Principal.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

CONDITIONS OF EMPLOYMENT:

THE ABOVE RESPONSIBILITIES ARE SUBJECT TO THE GENERAL DUTIES AND RESPONSIBILITIES CONTAINED IN THE WRITTEN STATEMENT OF CONDITIONS OF EMPLOYMENT (THE CONTRACT OF EMPLOYMENT).

ONE Multi Academies Trust Safeguarding Statement

ONE Multi Academies Trust is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.

Person Specification

Attributes	Essential	Desirable	Evidenced
Qualifications & training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Mathematics • Good understanding of food hygiene and health & safety requirements. • An awareness of health and safety issues relating to Art, Design and Technology and ability to carry out basic health and safety checks, tests and maintenance, including those of workshop tools, machinery, craft and design equipment • Ability to supervise students during workshops and trips • Willingness to undertake training to enable to upkeep and maintenance and safe running of the Design and Technology workshops 	<ul style="list-style-type: none"> • Qualification in Design Technology, workshop maintenance, or a related field • First Aid training • Health and Safety training (e.g. COSHH, CLEAPSS) 	Application Form Interview
Previous Experience	<ul style="list-style-type: none"> • Experience of working safely in a workshop, school, or practical learning environment • Experience of using and maintaining tools and equipment 	<ul style="list-style-type: none"> • Experience supporting teaching and learning in a school setting 	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> • Reliable, punctual, and professional. • Friendly and approachable manner. • Able to work under pressure and adapt to changing priorities. • Takes pride in delivering high standards. • Committed to supporting the wider life of the academy. 		Application Form Interview