



Erskine Stewart Melville

TECHNICIAN (Food and Fashion Technologies)

SCHOOL	<ul style="list-style-type: none">• ESM Senior School
DEPARTMENT	<ul style="list-style-type: none">• Food and Fashion Technologies
REPORTS TO	<ul style="list-style-type: none">• Head of Department (Food and Fashion Technologies)

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none">• Responsible for coordinating and organising the practical resources, including equipment and resources to support the teachers in the Fashion and Food Technologies Department.
ACCOUNTABILITY	<ul style="list-style-type: none">• As delegated by the Head of Department (Food and Fashion Technologies)
AUTHORITY	<ul style="list-style-type: none">• As delegated by the Head of Department (Food and Fashion Technologies)
RELATIONSHIPS	<ul style="list-style-type: none">• The Technician works closely with the Head of Department and other members of the team to ensure the smooth running of the department.

DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none">• To be responsible for organising the use of practical resources and facilities• To be responsible for preparing equipment and materials for lessons for demonstrations and class use. This includes worksheet and booklet preparation• To clean equipment• To be responsible for the promotion and observance of a healthy and safe working environment by:<ul style="list-style-type: none">○ Actively leading and coordinating the assessment, monitoring and review of health and safety procedures and documentation○ Keeping up to date with current procedures and practices through continuing professional development.○ The provision of technical advice on H&S issues to teachers and technical support staff.○ The safe treatment and disposal of used material, including hazardous substances○ The healthy and safe storage and accessibility of equipment and materials.○ To make regular safety checks on equipment• To check equipment and materials before and after use by a class• To be responsible for the management and control of practical resources including stock control and compiling orders; ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.• To undertake the lead role within the department on both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.
--	--

	<ul style="list-style-type: none"> • To help set up and maintain academic recording in spreadsheets • To support students with the requisition of resources • To organise printing of resources and assessments to ensure they are prepared and ready in time for teaching • Gather visual and other resources for lessons • Updating of the Department Firefly page • To assist in the preparation of display materials, visual aids and pupils' work and help maintain departmental boards • To provide administrative support with departmental trips, as required and support the work of other department initiatives • To support with QA and internal examinations • To support the other technicians, where feasible, in the event of absence, e.g. due to illness or CPD training • To carry out any other duties at the discretion of the Head of the designated Department. <p>Safeguarding</p> <ul style="list-style-type: none"> • Adhering to the principles and guidelines of "Getting It Right For Every Child" (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount
--	--

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Previous Technician experience covering responsibilities detailed above, • Suitable diploma or degree or demonstrable experience in similar roles 	<ul style="list-style-type: none"> • Experience of working in an educational environment or with young people would be desirable • First Aid training
Education/Qualifications	<ul style="list-style-type: none"> • A good level of education 	<ul style="list-style-type: none"> • A working knowledge of relevant Health & Safety policies/ codes of practice/ legislation
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Commitment to high standards and expectations • Ability to use initiative, multi-task and prioritise own workload with good attention to detail • Planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands • Excellent problem-solving skills 	
Personal Attributes	<ul style="list-style-type: none"> • Commitment to continuous professional development • Independent, self-motivated and organised, with an ability to work as part of a team • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Ability to relate to children & adults 	

	<ul style="list-style-type: none">• Commitment to maintaining and complying to Health and Safety regulations	
--	--	--