



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Textiles technician**

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# Textiles Technician

## Required for January 2017 - Permanent role

Scale 5

### The School

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The school is proud of all its subjects and is especially committed to creative teaching and learning: our school has Artsmark Platinum. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

### The Post

We are looking for a dedicated Textiles Technician who can provide technical support to staff in the Design and Technology Department. The postholder must be able to prepare materials and equipment for lessons and projects, including the preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.

We provide very well regarded professional development opportunities for all staff.

As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.

### Contacting us

If you are interested in joining us, or would like to see the school, then please contact our school on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) for further information. You can also phone us and/or visit our website at [www.sns.hackney.sch.uk](http://www.sns.hackney.sch.uk) to download an application pack.

**The closing date for receipt of applications is noon on Monday 12<sup>th</sup> December 2016. Interviews will be during the week of 12<sup>th</sup> December.**

We are an equal opportunities employer committed to ensuring diversity in our workforce.



## Job description

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**TITLE OF POST:** Textiles Technician

**FUNCTION OF THE POST:**

**Purpose of the role:**

- To provide technical support to teaching staff in the Design and Technology department.

### Main Tasks and Responsibilities

- Carry out first line servicing of sewing, over lockers, embroidery machines, heat press, irons, electric wax melting pots ensuring health and safety and reliability at all times both in textiles and food. This will include setup up machines/equipment through general maintenance, cleaning, maintaining, and carrying out minor repairs.
- Clean and maintain the good order and organisation of the textiles/food workshops and its storage facilities.
- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.
- Under the supervision of the head of department or Senior Technician, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system for items with a replacement value of £50 or more.
- Assist teachers and students during lessons. Preparing display materials and equipment for parents' evenings and open evenings; remove and display items of work around the school, as and when requested.
- Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. Maintain all necessary safety checks on machines and maintain a daily equipment check of all textiles/food workshops.

- Keep sinks and work tops clean. Maintain aprons in a serviceable condition and keep stock rooms and workshop rooms clean, tidy and in good order.
- Assist with the maintenance and deployment of all A/V equipment within the department.
- Undertake other design technology tasks as requested by staff.
- Additional administration roles to include sending notification to parents and students regarding detentions and trips
- Sending letters, texts and emails to parents
- Ordering of stationary and textiles supplies
- Liaising with school kitchen and food technician to complete food orders
- Photocopying for all member of the department
- Assisting with cover when teachers are not in by ensuring resources are in the correct area for cover teachers
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## SELECTION CRITERIA

### Skills & Abilities

- Excellent numeracy/literacy skills.
- Effective use of ICT to support learning,
- Use of specialist equipment/resources.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to work using own initiative and with minimal supervision.
- Ability to prioritise and meet deadlines.
- Ability to relate well to children and adults.
- Displays commitment to the protection and safeguarding of children and young people.

### Knowledge and Understanding

- Working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge of national curriculum in specialist area, according to particulars of the post
- Understanding of statutory frameworks relating to teaching, according to particulars of the post.

### Experience

Experience working in a relevant discipline in a learning environment.

### Qualifications

- NVQ Level 4 or equivalent qualification or experience in relevant discipline.