



DEPARTMENT: Design Technology

JOB TITLE: Textiles Technician (plus minimal Food and Nutrition)

NJC Pay Range 2: Range 6-12 (£25,183-£27,711)

32.5 hours a week, 39 weeks a year (fte £18,000-£19,905)

Part and full time considered/ hours negotiable.

Introduction

Great Marlow School require a textiles technician to join the dynamic Design and Technology team, beginning in October 2024.

Responsibilities will include supporting teaching staff in the classrooms, providing admin support and preparing materials and equipment to support teaching and learning.

Relevant experience in a professional textile's environment is welcomed, however comprehensive training will be provided for the suitable candidate. Exact days and times of work within the department are heavily dependent on the school timetable and are generally flexibly arranged from the beginning of the academic year.

Great Marlow School is committed to safeguarding and the post is subject to an enhanced DBS check. The job description and application forms are available from the school website.

Duties and Responsibilities

General

- Always maintain a safe and clean working environment.
- Provide support and assistance to the classroom teacher during practical lessons.
- Work on your own initiative and as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the textiles room/s.
- To attend and participate in relevant meetings as required.
- To undertake any other duties commensurate with the post as may be required by the department.

Maintaining Work Area

- To ensure that textiles preparation rooms and equipment are kept clean and tidy, including checking equipment for safety, cleaning and sterilizing equipment and advising students on any safety aspects of practical work.
- Ensure that equipment is kept clean and that a deep clean is undertaken if and when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To assist where required for the maintaining of departmental displays of work.

Resources

- To be responsible for the management and ordering of all materials needed for textiles lessons.
- To monitor supplies of stock and inform the line manager when further supplies of resources are required; check goods delivered against orders and store appropriately; carry out stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up-to-date catalogues and price lists.
- To assist with the preparation of materials for lessons, displays, and projects.
- To assist in setting up for practical lessons and demonstrations.

We are looking for a candidate who:

- Possesses the relevant skills and experience needed.
- Is self-motivated and has ability to work independently and demonstrate initiative.
- Enjoy working with 11–18-year-old students.
- Is a good team player.
- Is physically fit- the department is in two blocks with one on two levels. The work may involve carrying materials up and down stairs.
- Is willing to learn.
- Has excellent communication, interpersonal and organisational skills.
- Is competent with ICT and can support others with their skills.

The job description allocates duties and responsibilities. It does not specify the amount of time to be spent in carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It is reviewed annually, and it may be subject to modification or amendment after consultation with the post holder.