

DESIGN & TECHNOLOGY TECHNICIAN



JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Curriculum Leader Technology

Purpose of the Job

Under the overall direction of the Curriculum Lead, and in accordance with the practices and procedures of the school, assist staff in providing safe areas for students and teaching staff. The Design and Technology (D&T) Technician will provide practical, technical support to the relevant material areas of the department (namely wood, metals, plastics, Textiles and CAD), by the preparation of tools, equipment and materials for lessons. As D&T Technician, you will undertake a practical health and safety role for the department.

Main Duties and Responsibilities

- To prepare materials and equipment for practical lessons
- To maintain and monitor stock levels of consumables and equipment
- To assist Curriculum Lead in the ordering of materials and equipment
- Ensure the maintenance of a clean and orderly working environment.
- Clear away and clean, replenish equipment and materials for practical lessons
- Prepare, set up and organise materials for practical lessons and demonstrations, this includes the cutting of wood and fabric, preparation of small circuit electrical appliances, and replenishment of paints and other consumables.
- To maintain machinery and equipment in accordance with health and safety requirements
- Carry out daily/ weekly health and safety checks of workshop machinery
- To contribute to safe working practice in preparation/ storage/ teaching areas
- Assist Curriculum lead with relevant safety checks including risk assessments and COSHH
- Support teaching staff with the safe delivery of practical lessons
- To ensure that technology rooms and equipment are kept clean, tidy and safe
- Maintenance and assistance in creating of class displays
- General administration duties within the department, including filing of stock invoices, photocopying etc
- ICT skills

General Role:

- Contribute effectively to lesson planning, preparation of resources, organisation of pupils' work, and
- other tasks necessary to maintain a good learning environment.
- To undertake break / lunch duties as required.
- Liaise appropriately with other agencies and professionals as required.
- To support own professional development by: undertaking training as appropriate;
- To undertake any further duties reasonably requested by the Headteacher or Line Manager

CONTEXT: All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk 'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Signed: _____
Communications Officer

Date: _____

Signed: _____
Headteacher

Date: _____

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Experience in relevant discipline or related qualification • Knowledge of CLEAPS guidelines desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a school of with young people • Experience of working in the Technology industry and the use of machinery such as drills, saws and hand tools • Have knowledge of health and safety regulations and procedures • Knowledge and experience of ICT
Skills	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills • Ability to prioritise effectively • Effective communication skills, to be able to develop constructive relationships with young people and staff • Work constructively as part of a team, understanding school roles and responsibilities • Excellent organisation and personal management skills
Personal Attributes	<ul style="list-style-type: none"> • Trustworthy • Able to work in a team • Friendly • Approachable