



JOB DESCRIPTION

Job Title: Technician – Design and Technology

Grade: £18,562 - £18,993 pro-rata for term time only (40 weeks)

Responsible to: Head of Department

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of student achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures.

Main Responsibilities

- Under the (overall) management of the Head of Department, maintaining the use of practical resources and facilities and providing assistance and advice in meeting the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
- Providing technical support and ensuring practical resources are prepared and in place for lessons as required.
- Ensuring the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
 - keeping up to date with current procedures and practices through continuing professional development.
 - the provision of technical advice and support on health and safety issues to teaching and trainee technical staff.
 - the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - the healthy and safe storage and accessibility of equipment and materials.
- Contributing to the design, development and maintenance of specialist resources and/or planned projects.
- Supporting the line manager in ensuring the availability of suitable materials and equipment; helping to compile orders and obtain costings. Keeping up to date records of stock.
- Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.

Main Duties

- Preparing resources, assembling apparatus/equipment.
- Obtaining materials/sundries for demonstration or practical use.
- Giving basic technical advice to teachers, technicians and pupils.
- Following risk assessment procedures.
- Assisting in practical classes and carrying out demonstrations.
- Keeping up to date with health and safety requirements and with developments in the appropriate subject (including attending courses and reading publications).
- Giving basic health and safety advice to technical staff, teachers and pupils.
- Disposing of waste materials safely in line with academy procedures.
- Organising, storing and checking the condition of equipment.
- Attending department meetings.
- Constructing apparatus/equipment.
- Checking and ordering stock, keeping stock records and maintaining resources.
- Collecting, checking and returning equipment to stores.
- General cleaning of surfaces and equipment.
- General repair of equipment.
- Carry out administrative tasks for the Department i.e photocopying, laminating, scanning, inventory of equipment, filing and collection of monies from pupils.
- Administer first aid as and when necessary – full training will be given

General requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the academy.
- Being an effective role model for the standards of behaviour expected of pupils.

- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
- Ability to promote and safeguard the welfare of the pupils of the academy.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academy's policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific Duties

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Trust's Health and safety rules and regulations and with Health and Safety legislation.

Date: September 2021

Person Specification for the post of School Technician

The School Technician should have:

1) Education and Training:

	Method of Assessment
<ul style="list-style-type: none">• Relevant education and training.• Knowledge of current Health and Safety legislation.	Application

2) Relevant Experience:

	Method of Assessment
<ul style="list-style-type: none">• A minimum of 2 years work as either a Technology Technician or equivalent in a school.•	Application

3) Aptitude and Skills:

	Method of Assessment
<ul style="list-style-type: none">• Good communication skills• Good organisational skills• Ability to use ICT• Experience working with 2D design to programme and use the laser cutter, 3D printing and large workshop equipment, such as a band saw and pillar drill.	Application and Interview Desirable but full training can be given

4) Personal Qualities to include:

	Method of Assessment
<ul style="list-style-type: none">• to be able to contribute to the Christian ethos in the School• ability to work effectively with pupils and staff• to be reliable and conscientious• a desire and ability to learn new skills• perseverance• being a team player• a flexible approach to work [some out of hours work may be necessary]	Interview