



Job Description
**D&T Technician (Resistant
Materials)**
School: Thornden

Salary: C1 £23,115.00 – C5 £24,140.00 (Actual £10,732.56 – £11,208.48)

Hours: 20hrs per week, working 4 hours per day Mon – Fri. Flexibility in the working pattern will be considered for the right candidate.

Contract: Permanent

Working weeks per year: 39

Responsible to: Head of Department

Start date: 1st September 2024

Principle Responsibilities

We are seeking a dynamic Technology Technician to join our friendly and successful Design and Technology Department. The role will involve preparing, organising, and maintaining materials and equipment for classroom use, to enhance student learning (this may involve some lifting and moving).

Primary Roles

Main Duties

- Manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support key stages of the curriculum
- Preparation, assembly, setting up of equipment/components, apparatus, tools and equipment for practical classes and assessments
- Confidence in using machinery and tools (training will be given)
- During lesson, remaining on stand-by in classroom or preparation room to be available to support teacher and assist with materials and demonstrating practical's when needed
- At the end of lessons, clearing away and cleaning equipment and materials as required, maintaining tidy classrooms/workshops and ensuring materials are safely stored and labelled
- Identifying when stocks are running low and ordering new stock, based on minimum requirements set by the Line Manager, in order to ensure materials and equipment are always available
- Keeping appropriate budget databases up to date
- Checking, recording, and storing supplies when received at school
- Regularly ensuring that materials and equipment are in good and usable condition, identify problems and resolving as is appropriate, carrying out minor maintenance and obtaining replacements where appropriate
- Overseeing the safe storage of equipment and hazardous materials, and maintaining appropriate records

- Writing and reviewing Health and Safety procedures including Risk Assessments and COSHH data sheets
- Scheduling annual machine inspections and liaising with inspection staff
- Monitor supplies and condition of safety and protective wear, ensuring that pupils are provided with these as required
- Carrying out photocopying of resources
- Mounting work and creating displays/exemplar materials
- Assisting with the preparation of departmental documentation

General

- At all times, to share a commitment to safeguarding and promoting the welfare of children and young people
- Participation in training and other learning activities and performance development as required
- To be aware of and support difference and to ensure all students have equal access to opportunities to learn and develop
- To work co-operatively with others towards shared goals
- To play a full role in school life, to support and promote the Thornden ethos of high expectations, inclusion and access, the ethos the HISP Multi Academy Trust, and to encourage all students to follow this example
- To liaise with appropriate staff with regard to safeguarding, wellbeing, health and safety, confidentiality, and data protection
- Take responsibility for own professional development, and to contribute to the school as a learning organisation
- Develop constructive relationships with other members of staff
- To share expertise and skills with others
- To undertake other duties as required by the Head of Technology commensurate with the grade of the post

Health & Safety and Compliance

- To maintain a safe and clean working environment at all times
- To have an understanding of COSHH
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- To contribute to safe working practice
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Health & Safety
 - Child Protection & Safeguarding
 - Data Protection
 - Confidentiality
 - Equal Opportunities
 - Risk Management

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure

with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.