



## The Cotswold School Academy Trust – Job Description

Job Title:	Design and Technology Technician
Responsible to:	Governors, Headteacher, Head of Design and Technology

### Overall Responsibility

- To provide technical support to teaching staff and pupils in the Design and Technology department
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education (KCSIE) guidance and Area Child Protection procedures.

### Job Outline

- To ensure the smooth running of all practical work throughout the Design and Technology Department.
- The general maintenance, repair and cleaning of all work areas (including workshops, textiles and food rooms), tools, equipment and CNC equipment on a daily, weekly and termly basis where appropriate, liaising with internal departments and external contractors where necessary.
- To prepare and provide materials and resources often using woodworking machinery as requested, in accordance with agreed safety guidelines.
- To construct jigs and fixtures for general workshop use.
- To assist with project work by year group.
- To maintain a safe working environment by keeping work areas clean, tidy and well organised.
- To store all equipment and materials safely and systematically.
- To assist with ordering, buying and cataloguing of equipment, consumables and machinery and ensuring that spending remains within the budget.
- To assist in the provision of photocopied material and any other resources or materials as requested by the teaching staff.
- To attend department meetings as well as informal meetings with the HOD to effect smooth running of the DT Department and its future development.

### Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area and identify any training needs.
- To participate the performance management process via School iP.
- To have due regard and comply with all school policies
- To participate in department meetings as required

- Develop good working relations with other colleagues and students
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties relevant to the post and level of responsibility.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.