Wadham School – Job Description

Department Technician

Contract: Permanent
Weeks per Year: 19.50 hours/3 days per week 8.30am-3.30pm term time plus 5 INSET days
Grade: Grade 14 Pt. 4-6 Actual salary £11,740 - £12,115
Responsible to: Heads of Department

Main Purpose

The Design Technology, Food, Creative and Performing Arts Technician plays a pivotal role in the effective implementation of practical subjects, supporting staff with lesson preparation and resource management to achieve intended outcomes. A key aspect of this role is to ensure health and safety compliance across these subject areas.

This structured role ensures that the Technician contributes directly to improving engagement in these subject areas, particularly at KS4, as well as supporting the school's wider educational objectives.

Main Duties and Responsibilities

The Design Technology, Food, Creative and Performing Arts Technician is expected to:

- Ensure the appropriate equipment and resources are available and maintained to a safe and satisfactory standard and to support student learning in a safe environment.
- Conduct weekly checks in department areas. (Where appropriate)
- Maintain a safe and tidy environment in the classrooms and preparation areas.
- Support teachers in the delivery of the curriculum by maintaining equipment and resources.
- Where necessary, ensure resources are securely stored.
- Prepare resources for lessons to assist the teacher with the delivery of the curriculum.
- Order resources when required, through dialogue with staff and monitoring of stock levels.
- Maintain displays across the school.

Other Duties

The Technician may also be required to conduct other supervisory roles including invigilation of examinations and educational visits and to provide support in other areas of the school when there are no cover requirements.

All Wadham staff may periodically be expected to conduct tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The duties and responsibilities may vary from time to time.

Attendance Officer Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	• Understanding of GCSE Design & Technology. • Good general standard of education, including a minimum of GCSE equivalent in Maths and English at Grade C or above. • Well-developed oral, written and interpersonal skills.	• At least evidence of 5 GCSEs at A*-C grade including English and Maths or equivalent qualifications. • First aid at work qualification. • Health and Safety qualifications relevant to this post. • Experience of working in an educational establishment.

	• Willingness to undertake further training relevant to the post.	• Evidence of training relevant to the post. • Good IT skills. • Evidence or knowledge of other creative disciplines.
Competence summary (Knowledge, abilities, skills, experience)	• Confidence in working with students in an educational environment. • Ability to work creatively • Proficient in a range of practical skills. • Proficient in using a range of materials and media. • Experience of prioritising work under pressure. • A "customer care/service" approach in working with staff, students and others. • Enthusiasm for the role. • Planned approach to own and work of others. • Ability to communicate at all levels. • Excellent organisational skills. • Awareness of health and safety issues.	• Experience working with students with Special Educational Needs (SEN). • Previous experience in a school or educational setting, particularly in a technician or support staff role. • Confidence and ability in demonstrating the use of equipment to students.
Work related personal requirements	• A supportive and empathetic approach to students. • Ability to work independently or as part of a team. • An interest in the education sector • Flexible approach to work including occasional flexibility in working hours. • Commitment to equal opportunities • Commitment to continuous improvement and willingness to learn.	• A good sense of humour! • A full, clean driving licence. • Basic safeguarding training and willingness to undergo further advanced safeguarding training.

Notes
This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.