

CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Design and Technology Technician

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School

HOURS: 14 hours per week, over 2 or 3 days.

The hours of work include a 20 minute paid break (if working more than 4 hours per day) to be taken at times agreed with the Line Manager.

GRADE: E

RESPONSIBLE TO: Responsible to Head of Design & Technology and through Head of Design & Technology to the Headteacher and Governors.

LINE MANAGER: Head of Design and Technology Faculty

PEOPLE RESPONSIBLE FOR: None

JOB PURPOSE: Supporting the teaching staff in the smooth running of the Design & Technology Faculty.

KEY TASKS:

1. Material preparation and resourcing for projects.
2. Weekly equipment, machinery and extraction inspection.
3. Tool sharpening and annual refurbishment of table top vice jaws.
4. Stock taking and audit of machinery/equipment.
5. Photocopying.
6. Supervising resource deliveries.
7. Keeping the store room tidy.
8. Assisting with putting up displays in the faculty and around the school.
9. Machine Maintenance.
10. Writing orders for materials, equipment and components.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your Line Manager or the Headteacher.

Other Conditions

Holiday entitlement

The post is term time excluding Inset days which totals 43.60 weeks of the year. This includes entitlement to annual leave and 8 bank holidays.

Holidays must be taken during the school holidays.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.23.

Post Holder Sign: Date:

Please print your name.....

Line Manager Sign: Date:

Please print your name

November 2022