



Location: The Carlton Academy

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 22.5 hours week, term time only, ideally spread across 5 days.

Responsible to: Head of Department

Post objective: To provide an efficient and effective technical service predominantly to the Design & Technology Department in the delivery of the national curriculum within the school's classrooms.

Main Duties and Responsibilities:

Organisation and Support – Staff

- Organisation of support systems for Design & Technology teaching at Key Stages 3, 4 and 5 in liaison with the Head of Design & Technology
- Liaison with teaching staff to review and modify systems as necessary
- Attend relevant meetings
- Liaison with technicians from other schools and relevant support groups

Organisation and Support - Resources

- Liaison with the Head of Department over budgeting for Design & Technology. Budget planning, control and ordering to maintain adequate stocks of equipment and materials. Liaison with suppliers for quotations and requisitions.
- Operation of systems for storing, stocking, transporting and distributing items for use in the Design & Technology curriculum
- Maintenance of necessary records (financial, legal etc)
- Organisation of all necessary repairs, cleaning and maintenance of Design & Technology equipment either 'in house' or through liaison with suppliers. Liaison with the school's site team for maintenance of fixtures and fittings. Providing advice on improvements to facilities.
- Disposal of equipment and waste materials as necessary
- Provide relevant technical and practical support on request to other areas of the school if and when demands permit

General

- Implementing health and safety regulations and procedures
- Keeping up-to-date with relevant regulations and procedures (COSHH etc) and passing information to teaching staff as necessary.
- Inspection, maintenance and correct use of safety equipment
- To carry out PAT testing within the department (full training will be given)
- If trained, first aid treatment for minor injuries

Technical Advice and Assistance

- Preparation of equipment, materials and rooms required for demonstrations, examinations and practical work in Design & Technology lessons, including dismantling and storage after use.
- Provision of technical advice to teachers and pupils as appropriate
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary

General

- Liaison with other departments and non-teaching staff over matters relating to Design & Technology and whole school issues
- Attendance at staff meetings and INSET activities where relevant
- To uphold and actively support the school's policies and procedures
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific term