**Job Description**

**Post Title: Design and Technology Technician**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range:** **NJC3 – NJC7 £22,737 - £24,293**

**Hours of work: Full Time, Permanent**

**Reporting to: Head of Faculty**

**Purpose of Role**

Providing technician support to the Head of Design and Technology and the faculty teachers in the following departments, Design and Technology, Textiles and Art. Responsible for the following duties and responsibilities under direct and regular supervision.

You will have a broad-based knowledge of materials and are reliable, organised, calm and flexible with an enthusiasm for design as well as being confident dealing with pupils. You are competent in a range of manufacturing techniques and have practical experience of using tools and machines including the pillar drill and band saw. You must also be competent in using IT and ordering systems. Previous DT technician experience within a school or relevant industry experience is essential.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

Specific responsibilities of the D&T Technician role will include:

* Preparing resources for the delivery of the Design and Technology, Textile and Art Curriculums across Key Stages 3, 4 and 5.
* Making teaching aids to support the delivery of the curriculum.
* Assisting pupils and teaching staff in the classroom.
* Inspecting and maintaining equipment and machinery (including sewing machines and food preparation equipment) and reporting health and safety issues to the Head of Faculty.
* Advising the Head of Faculty about Health and Safety policy and practise.
* Checking that safety equipment is present in all classrooms and in good working order.
* To be responsible for keeping risk assessments up to date, for advising the Head of Department of any hazards identified / improvements needed and for administering the academy Health and Safety Policy.
* Actively contribute to assessment, monitoring and review of both health and safety procedures and information resources.
* Keeping up to date with current procedures and practices through continuing professional development.
* The provision of technical advice and support on health and safety issues to teaching and technical staff.
* The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
* Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard and accurate records kept.
* Making simple repairs to equipment/machinery and contacting appropriate parties within/outside the Academy where specialist services are required.
* Ordering and monitoring the delivery of resources including researching suppliers and quantities which provide best value for money.
* Operating an efficient system for stock control, storage and distribution of resources.
* Supporting the tidy and efficient organisation of classrooms and store rooms and advising the Head of Faculty of possible improvements in this respect.
* Maintaining and improving the learning environment within the Faculty e.g., through shelving, storage, display facilities, replacing work bench tops etc.
* Keeping records to monitor the use of the allocated faculty budget.
* Advising staff (including site staff) and pupils as to the appropriateness of materials and processes.
* Undertaking any other duties which may reasonably be regarded within the nature of the duties of a Design and Technology Technician.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| Experience of working in a DT Technician environment  |  |  |
| Experience of working with secondary age  |  |  |
| Previous experience of working in a school environment |  |  |
| Ability to relate well to children and adults |  |  |
| Ability to work as part of a team, understanding classroom roles and responsibilities and your own position within these |  |  |
| An understanding of the important role of practical work in Design and Technology education |  |  |
| **Knowledge and skills** |
| Excellent communication skills |  |  |
| Excellent time management and organisational skills |  |  |
| A good understanding of health and safety and the risk assessment process and a willingness to learn more and be involved in the management of the H&S files |  |  |
| Ability to identify hazards and to report them or address them as appropriate |  |  |
| Understanding health, safety and welfare regulations and best practice |  |  |
| Ability to prioritise effectively |  |  |
| Experience of using a range of tools and equipment including CAD/CAM |  |  |
| Stock control of materials, tools, machines and equipment |  |  |
| Able to maintain and repair all tools and equipment |  |  |
| Understanding of relevant policies/codes of practice and awareness of safeguarding legislation |  |  |
| Keep all classrooms organised and free from hazards |  |  |
| Effective use of ICT to support learning or be willing to learn |  |  |
| **Personal qualities** |
| Excellent interpersonal skills with the ability to maintain strict confidentiality |  |  |
| Initiative and ability to prioritise own work and that of others to meet deadlines |  |  |
| Efficient and meticulous in organisation |  |  |
| Able to follow direction and work in collaboration with the leadership team |  |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations |  |  |
| Ability to evaluate own development needs and those of others and to address them |  |  |
| Commitment to the highest standards of child protection and safeguarding |  |  |
| Recognition of the importance of personal responsibility for health and safety |  |  |
| Commitment to the Trust’s ethos, aims and whole community. |  |  |