

## **Job Description**

**Post title:** Technician (Design & Technology)

**Salary:** Grade 3

**Hours:** 37 hours per week (term time only)

**Accountable and responsible to:** Head of Faculty

### **Purpose of the Post:**

To support teaching staff in the following key areas of operation of the school:

- Technical, logistical and curriculum support within the academy
- Maintenance of a safe working environment
- Supervision of students as and when needed under the direction of the Head of Faculty

### **Main Duties and Responsibilities:**

- To assist teaching staff with classroom practical lessons by preparing equipment and materials. Demonstrating good practice and helping students when needed under the direction of the Head of Faculty.
- To operate an efficient system for stocking, storing, transporting and distributing assigned items used in the faculty.
- Keeping up to date records of stock.
- Ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. The will include sourcing, costing and suggesting economic alternatives to maintain stock levels.
- To construct and / or modify simple teaching aids in all faculty areas as needed.
- To be responsible for the repair and maintenance of all machinery, hand tools, utensils and equipment within the faculty including safety equipment and to liaise with Facilities Management and external maintenance staff as necessary.
- To be responsible for the maintenance of all DT rooms and for advising the Head of Faculty of any improvements needed in order to be compliant with CLEAPPS.
- Clean and maintain the good order of all equipment and working areas in workshops, cookery rooms and storage areas in line with health and safety standards.
- To be responsible for keeping risk assessments up to date, for advising the Head of Faculty 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.
- The health and safe storage and accessibility of equipment and materials.

- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- Audit updates on an annual basis.
- To attend meetings, conferences and courses to gather and share information essential for the efficient operation of department support within the school and to participate fully in the school's in-service development programme including leading sessions as required.to provide technical support in other areas of the school under the direction of the Head of Faculty for buildings and site including manufacturing high quality resources and artefacts as requested.
- Any other agreed duties appropriate to and commensurate with the post.

**Additional:**

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Diverse Academies promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties.
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust).

## Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The academy will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The academy is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category Qualifications	Essential	Desirable	Evidence
Good numerical and literacy skills to GCSE standard or equivalent.	✓		
Resistant materials or equivalent level 2 engineering/craft qualified		✓	
KNOWLEDGE AND EXPERIENCE			
Good practical skills	✓		App Form Interview References
Willingness to learn new skills	✓		
DT or Engineering experience of working in a workshop environment.		✓	
Knowledge of health and safety in the workshop e.g. CLEAPPS		✓	
Have some experience and knowledge of the education system		✓	
ICT / CAD CAM knowledge		✓	
SKILLS AND ABILITY			
Outstanding organisational skills with the ability to act in a flexible and co-operative manner	✓		App Form Interview References
Strong communication and interpersonal skills	✓		
Ability to work efficiently as part of a technician team	✓		
Ability to work independently with minimum supervision	✓		
Ability to meet all task deadlines	✓		
Be capable of managing student behaviour in a workshop environment		✓	
Ability to be creative and show initiative in developing resources and systems for practical classes		✓	
PERSONAL CHARACTERISTICS			
Ability to respond to stressful situations in a calm effective way	✓		Interview
Polite and helpful	✓		
Ability to relate to all levels of staff and students	✓		
Be flexible and adaptable and able to cope with changing circumstances	✓		
A commitment to continual professional development		✓	
Have empathy to staff and children and their varied needs.		✓	
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		

The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		
Health provider can ascertain their medical fitness for the post	✓		