



**St. Katherine's
School**

**St Katherine's School
Job description**

Job Title:	Design & Technology Technician
Grade:	JG4
Accountable to:	Head of Design and Technology

1. JOB PURPOSE

Under the day-to-day supervision of the Head of Design & Technology to carry out technical duties within the Design & Technology Department.

2. RESPONSIBILITIES

- To Maintain all tools and equipment in the workshops and classrooms.
- To sharpen tools and keep them in a safe working manner.
- To clean and maintain machinery to a safe working standard carrying out minor repairs.
- Reporting any problems or defects which may cause a health and safety hazard to the head of Design and Technology.
- To carry out health and safety checks on a regular basis.
- To check at the end of the day that all power has been isolated and rooms are tidy.

- To order materials and sundries as required under the direction of the head of Design and Technology and keeping it all in an orderly fashion.
- To carry out a yearly inventory.
- To prepare materials to sizes as requested by teaching staff.
- To support staff by helping students with projects in the classroom when required.
- To carry out such duties as are required and as are commensurate with the grade of the post.

Support for the school

- (i) *Develop and maintain working relationships with other professionals*
Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.

Participate in appropriate staff meetings and contribute to the development of policies and procedures related to the use of ICT equipment and aids.
 - (ii) *Contributing to the Management of the security and well-being of the school*
Actively participate in the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment.
 - (iii) *Review and Develop own professional practice*
Willingness to take responsibility for own professional development to engage with further training and opportunities to gain appropriate vocational qualifications.
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person. Much of the work undertaken within the school is of a highly confidential nature. The post holder must at all times maintain confidentiality.
 - So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the school's Health, Safety and Welfare policy, Departmental policies and codes of practice.

- Work in compliance with the Codes of Conduct, Safeguarding Regulations and policies of the school and the Trust, and its commitment to equal opportunities.
- The post holder is subject to the provisions of all child protection/safeguarding legislation, and Trust policies governing staff who work with children and vulnerable adults. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Any other duties, directed by the line manager, which are commensurate with the grade of the post to support the operational activities of St Katherine's School.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- Suitable protective clothing and equipment will be provided by the school and should be worn by the post holder as appropriate.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

November 2022