



JOB DESCRIPTION

Job Title: Design & Technology Technician
Grade: B1 SCP 4-6
Reporting to: Curriculum Leader of Design & Technology

Job Purpose:

To work closely with the Curriculum Leader of Design & Technology the purpose of this role is to support within resistant materials, textiles and food lessons, by providing resources for teacher and students, setting up rooms and assisting with equipment usage where required.

Responsibilities:

- Maintain appropriate stock levels within resistant materials, textiles and food and report any shortages to the Head of Department. Assisting with re-ordering as required.
- Maintain machinery and equipment within resistant materials, textiles and food. Log issues with the site team in a timely manner and ensure that safety checks are conducted in line with Health and Safety protocol and policies.
- Handle petty cash within department where applicable
- Lock store room cupboards/ classrooms in resistant materials, textiles and food to meet the Health and Safety requirements.
- Oversee Health and Safety Risk assessment forms if required.
- Prepare and set up of any equipment required within all KS3 and 4 lessons in resistant materials, textiles and food.
- General upkeep and tidiness of Technology department rooms, including end of day checks with regards to turning off the gas/electricity.
- Assist within lessons with KS4 during peak GCSE periods.
- Assist with display of KS4 Product Design/fashion exhibition.
- Update and support with displays within department throughout year.
- Order food and arrange for delivery of food and unpacking it.
- Ensuring that washing/drying has been organised each evening to support with the teaching of food technology.
- Deep cleaning of the kitchen at the end of each term.
- Support in practical lessons where and when required.
- Joint responsibility of using laser cutter and cutting pupils work.
- Responsibility for laser cutter maintenance.
- Locking of laser cutting room at end of day and during lunchtimes.
- Cleaning of laser cutter on a 2 weekly basis.
- Laser cutter log book with deadline dates to be created so work can be cut according to schedule.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.

GORSE

- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
GCSE Design Technology or equivalent	E
A Level/HNC or equivalent in a relevant field	D
Knowledge and Skills	
Maintain & repair electrical / laser cutting apparatus	E
Good communication and interpersonal skills	E
Ability to work well under pressure and use your own initiative	E
Good organisational skills	E
Good time management skills, including the ability to work to deadlines	E
Effective team member	E
Flexible and willing	E
Drive and determination	E
Energy, enthusiasm and a sense of humour	E
Positive and encouraging	E
Ability to maintain confidentiality	E
Smart appearance	E
Reliable and trustworthy	E
Familiar with technology apparatus to undergraduate standard	D
Knowledge of relevant Health and Safety	D
Experience	
Experience of working in a school environment or of working with young people	E
Special Working Conditions	
Able to lift/carry boxes of books etc.	E
Continuous Professional Development	
<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development 	E
Other Conditions	
<ul style="list-style-type: none"> Enhanced DBS Clearance 	E

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