

## GLF Schools Job Description Technician

<b>Job Title</b>	Technician - D&T, Media (whole School)	<b>Job Reference</b>	
<b>Location</b>	The Beacon School	<b>Travel required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>● To oversee the technical support of the Department and on occasions to work with small groups of students in Design &amp; Technology workshop lessons.</li> <li>● To support the production of advertising media and media across the school, within Design &amp; Technology.</li> <li>● To promote a professional and friendly point of call to all parents and visitors to our school.</li> </ul>			
<b>Responsible for:</b>			
<b><u>Technical support</u></b>			
<ul style="list-style-type: none"> <li>● To carry out first line servicing of machines and equipment in the department to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.</li> <li>● To clean and sharpen hand tools and maintain good order and organisation of the workshop and its storage facilities.</li> <li>● To provide in-class support to students, as requested by the teacher-in-charge. To supervise and lead small groups of students either in class or outside class to help facilitate their learning. This may include helping with intervention programs or during break times.</li> <li>● To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items.</li> <li>● To order resources, receive incoming goods, check delivery notes and mark the financial system with Goods Received Notes (GRNs), store materials and confirm invoices.</li> <li>● To maintain an inventory system for items within the department. This will include organising the storage of a wide range of materials, tools, equipment and resources.</li> <li>● To undertake general workshop maintenance and DIY tasks, including the use of workshop machinery where required (soldering, band saw, thicknesser, circular saw etc.).</li> <li>● To carry out and keep records of equipment checks across the department.</li> <li>● school, as and when requested. To carry out reprographics and photocopying of resources.</li> <li>● To Keep sinks and work clean; maintain aprons in a serviceable condition; keep stock rooms and tool rooms clean, tidy and in good order.</li> <li>● To photograph and record student practical work when required.</li> <li>● To undertake other design and technology tasks as requested by staffing.</li> <li>● Provide support, if required, for school events for example Open Evenings, Open Mornings and Design Technology Events</li> </ul>			
<b><u>Health and Safety</u></b>			
<ul style="list-style-type: none"> <li>● To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health &amp; Safety, COSHH and ESCC regulations are adhered to. To maintain Necessary Safety Signs Adjacent machinery and maintain a record of all equipment checks.</li> <li>● Perform regular servicing and simple maintenance of machinery, benches and other equipment, including the regular sharpening, setting and adjustment of hand and machine tools.</li> <li>● Perform regular maintenance and servicing of equipment used in DT technology lessons.</li> <li>● Perform regular maintenance of technical drawing instruments and other related equipment.</li> <li>● To carry out extensive mechanical repairs and maintenance of machine tools.</li> <li>● To liaise with the Site staff and other agencies on the repair maintenance of equipment.</li> <li>● To carry out regular safety checks on hand tools and machines, reporting serious defects to the Head of Department.</li> </ul>			

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- To be aware of and comply with Health and Safety at Work requirements specifically relating to the duties of this post.

### **Media, School events and ethos**

- To design and create school graphics for departments and whole school events.
- To support the production of media graphics across the school.
- To be able to (or willing to learn) create promotional posts/ videos for the advertising of the school.
- Provide support for school events including, Open Evening, Open Mornings and Transition Events, Creative and Performing Arts Events.
- Attend events as the school photographer.
- Attending and participating in meetings scheduled in the school calendar punctually.
- Duties are subject to change by negotiation and agreement with the Head of DT.

### **Personal Responsibilities:**

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus.
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct.
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner.

### **Accountable to:**

- Head of Design Technology
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

### **Safeguarding:**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

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Job Title: Technician	Essential	Desirable
<b>Professional Experience</b>		
Experience of working in an educational environment		√
Experience of working in a school		√
Experience of working with children /students of relevant age		√
Experience of working with students with additional needs		√
Experience of involvement in extra-curricular activities		√
A successful track record of improving outcomes for students		√
Confidence to share own artistic practice with staff and students across the department		√
<b>Knowledge and Skills</b>		
ICT skills Proficient in using IT including excel, Word, outlook	√	
ICT skills Effective use of ICT to support learning		√
Knowledge and experience of a range of technical equipment within a Design and Technology field	√	
An ability to support and lead sessions of practical learning in DT lessons	√	
Ability to meet Health and Safety requirements and guidelines.	√	
Full working knowledge of relevant policies / codes of practice / legislation	√	
Can demonstrate an ability to contribute towards a safe environment	√	
Ability to relate well to children and adults	√	
Effective and clear communication skills	√	
Good administration skills	√	
Able to work to deadlines, use own initiative and keep line manager appraised	√	
<b>Qualifications</b>		
GCSE/ O Level C grade or higher (or equivalent) in Maths and English	√	
A level (or equivalent) qualifications		√
Qualifications or evidence of specialism in specific curriculum area		√
Evidence of continuous professional development	√	
First Aid Qualification	√	
<b>Personal Attributes</b>		
Pleasant and welcoming manner	√	
Excellent interpersonal skills	√	
Flexibility and adaptability	√	
Personal integrity and loyalty, remaining confidential at all times	√	
Ability To work constructively as part of a team, understanding classroom roles and responsibilities and own position with these	√	
Confident and calm approach	√	
Excellent interpersonal skills including forming effective professional	√	



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Enthusiasm, drive and a love for the job	√	
Ability to manage time and workload	√	
Proactive and forward thinking	√	
Ability to use initiative	√	