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## THE DOWNS SCHOOL JOB DESCRIPTION

<b>Job Title: Design Technology Technician</b>	<b>Reporting to: Head of Technology</b>
<b>Hours: Permanent 13 hours per week (2 days), term time only + 1 INSET day</b>	<b>Grade/Salary Range: West Berkshire Band C</b>

### **JOB PURPOSE**

- **To provide technical support to teaching staff and classes in the Design Technology Department**

### **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

**To be responsible to the Head of Design Technology**

### **MAIN DUTIES AND RESPONSIBILITIES**

**All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:**

- proper and professional regard for the ethos, policies and practices of the school
- understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy
- having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy
- promoting equality as an integral part of their role and to treat everyone with fairness and dignity.
- recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.

**With general supervision from the Head of Design Technology, and working within schools policies and procedures:**

**To provide day to day technical support to teaching staff and classes primarily in the resistant materials, graphics and systems and control technology areas. To adopt a flexible style in order to support a range of routine duties in the design technology department including the areas of food and textiles technology.**

#### **Specific:**

- Prepare Materials for class use according to the direction of the teacher.
- Preparation of teaching areas prior to lessons, setting up of correct materials and equipment, and clearing away at the end of a lesson.
- Maintain tools and equipment. Including sharpening of hand tools, drill bits etc., Minor repairs to equipment, routine lubrication of machinery, setting up and commissioning of new or repaired hand power tools. Notifying major repairs to Bower Hill specialist as need arises.
- Production of Teaching Aids. Manufacture of models and teaching aids in line with teacher requirements.
- Orders. Monitor the use of consumables and inform the HOD when stock levels are low. Process orders including ordering and checking deliveries against order sheet. Liaising with office staff with regard to department finance and records.
- Keep checks on worksheets and booklets, liaising with the reprographics office in a timely manner.
- Assisting individual students in KS4 / 5 with the preparation of their materials for their major projects where machine cutting is necessary. Aiding them when assembling large projects and

the production of safe jigs for their use.

- Overseeing the ordering, reception and changeover of butane gas for brazing from Calor and oxygen and acetylene gas from BOC. Ensuring safe practice is carried out especially when commissioning gas from BOC.
- Liaising with the Site Manager, Health and Safety representative, notifying defects or Health and Safety Issues as the need arises.
- Ensuring the workshops are in a safe and tidy state at all times, removing trip hazards and work left out as necessary.
- Attend training courses as required to ensure safe use of workshop machinery in line with current legislation.
- Organise the lamination of learning materials and liaise with office staff about organising displays of student work
- Ensure the Head of Department is aware of any areas of concern towards the safe operation of the school Design Technology Department and requirements that are not otherwise covered above.
- To support as necessary within food and textiles .
- To undertake other duties of a similar level and responsibility as may be required from time to time.

This job description is current as at the date shown, but is liable to variation by management to reflect or anticipate changes in or to the job.

### **General**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meeting the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**THE DOWNS SCHOOL  
PERSON SPECIFICATION**

<b>Job Title: Design Technology Technician</b>	<b>The Downs School</b>
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<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Sufficient to enable the duties on the job description to be undertaken.</li> <li>• Willingness to work as a team member</li> <li>• Knowledge of safe working practices</li> <li>• Ability to establish positive relationships with pupils of all abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a similar environment</li> <li>• Possession of appropriate certificates indicating competency with use of technology equipment, eg drill and bandsaw</li> <li>• Knowledge of Health &amp; Safety legislation as it relates to the work of a school</li> <li>• Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Flexible approach to tasks</li> <li>• Willing to work as part of a team</li> <li>• Patient and resilient</li> <li>• Thorough, with good attention to detail</li> <li>• Can manage own time and tasks effectively</li> </ul>	Car driver/owner