**JOB DESCRIPTION**

**POST DETAILS**

**Job Title:** Design & Technology Technician

**Grade:** Grade 5 SCP 8 - 14

Actual Salary £19,746.52 - £21,745.91

**Location of Work**: Bridgewater High School – Upper and Lower Sites

**Directly Responsible To**: Head of Faculty

**Directly Responsible For**:

**Hours of Duty**: 32.5 hours per week, 38 weeks per year (Post holder must be flexible as these hours may be worked outside of school core hours at key times of the year)

**PRIMARY PURPOSE AND SCOPE OF THE JOB**

To provide specialist support to the Design Technology staff and pupils, by maintaining stock and equipment and providing a source of technical help and advice.

**WORKING RELATIONSHIPS**

All teaching staff and support staff

Pupils across all Key Stages

Senior Leadership Team

**KEY TASKS AND ACCOUNTABILITIES**

* To liaise with teaching staff regarding department activities
* Offer technical advice, assistance, and guidance to pupils
* Clear away resources in classrooms
* Clean/tidy workshops
* To plan material requirements for lessons in accordance with information supplied by the teaching staff
* Prepare resources for teaching staff prior to lessons
* Supervise pupil use on specific tasks as directed by teaching staff
* Maintain storage areas within the department
* Trial new projects and procedures
* Monitor and maintain the use of all equipment ensuring documentation is in place
* Undertake general classroom maintenance as required
* Monitor and maintain stock levels of required components
* To clean and maintain the machinery to a basic service standard
* Work with the Premises Manager to arrange annual servicing of equipment by specialist companies to ensure that all equipment is maintained in a safe condition
* Support the Head of Faculty to carry out risk assessments on a variety of equipment and processes.
* Prepare and maintain, alongside the teaching staff, areas of display for pupil’s work
* To carry out admin tasks as instructed.
* To support in the research, development, and implementation of new and emerging technologies.
* To undertake CAD/CAM processes in the support of staff and pupils, demonstrating proficient use of CNC equipment.
* Deliver independent practical demonstrations and work with pupils in small groups to complete practical tasks.
* To undertake training on Health and Safety requirements and safe use of machinery
* The postholder will adhere to the school’s safeguarding policy which safeguards and promotes the welfare of children
* To undertake such additional duties as are reasonably commensurate with the level of this post

**PERSON SPECIFICATION**

**POST:** Design & Technology Assistant

**GRADE:** Grade 5 SCP 8 - 14

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|  | **Essential** | **Desirable** |
| **Experience**  Relevant design and technology qualification  Evidence of competency in a variety of basic workshop skills  A clear understanding of H & S regulations in schools including COSHH guidelines  Computer Literate with knowledge of specialist software such as CAD/CAM adobe programs  Experience of working with pupils aged 11 – 16 in an educational environment |  |  |
| **Skills/ Knowledge**  Minimum educational qualifications of 5 A\* - C grades at GCSE or equivalent  Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items  Knowledge of/Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role.  Good workshop awareness |  |  |
| **Competencies**  The ability to work flexible hours  Effective communication skills  Good Numeracy & Literacy skills  Strong organisational skills  The ability to prioritise own workload  Ability to remain calm in tense situations.  Ability to problem-solve, coming up with technical  solutions.  The ability to work unsupervised  Demonstrate the ability to liaise effectively with other  staff, students and visitors to the school.  Enthusiastic, positive and friendly with a can do attitude. |  |  |