



Job Description

Post Title: Design & Technology Technician

Responsible to: Head of Design & Technology

Accountable to: Headteacher and Governing Bod

Hours: 10 hours per week, term time only + 3 inset days

Salary: Grade 4

JOB PURPOSE:

Context

Working in the classroom with teachers in the Design & Technology Department, in particular Food Technology, and as part of a professional team to support learning by providing general assistance through the preparation and day-to-day maintenance of teaching areas and equipment for pupils.

Support for Teachers and Students

- Set up resources, materials and equipment for lessons, preparing practical demonstrations following Health and Safety regulations.
- Order and maintain sufficient stock supplies of ingredients and equipment to enable delivery of lessons and assist others in their use, including the preparation of ingredients for pupil premium students.
- Safely and securely store allocated equipment and ingredients to prevent unauthorised access, misuse or contamination.
- Clean and undertake basic and routine maintenance of equipment as needed and as directed to ensure that it is clean, hygienic and in good working order, such as kitchen equipment and laundry.
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
- Undertake record keeping or paper work as directed.
- Assist the teacher in supervising classroom activities to ensure pupil safety.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.