



**Location:** Hall Park Academy, Mansfield Road, Eastwood, Nottingham, NG16 3EA

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

**Hours of work:** 37 hours per week, term time only

**Responsible to:** Design and Technology Faculty Leader

**Post objective:** To provide efficient and effective technical service to the Design and Technology faculty in the delivery of the national curriculum and exam board specifications within the academy's classrooms.

### **Main Duties and Responsibilities:**

#### Organisation & Support - Staff

- Organisation of support systems for Design and Technology teaching at Key Stage 3, 4 and 5
- Liaison with teaching staff to review and modify systems as necessary.
- Attend relevant meetings.
- Liaison with technicians from other schools and relevant support groups.

#### Organisation & Support – Resources

- Liaison with Head of Faculty over capitation allowance for Design and Technology. Budget planning, control and ordering to maintain adequate stocks of equipment and materials. Liaison with suppliers for quotations and requisitions.
  - Operation of systems for storing, stocking, transporting and distributing items for use in the curriculum.
  - Maintenance of necessary records – financial, legal, Health and Safety, etc.
  - Organisation of all necessary repairs, cleaning and maintenance either “in-house” or through liaison with suppliers. Liaison with Site Team for maintenance of fixtures and fittings. Providing advice on improvements to facilities.
  - Disposal of equipment and waste materials as necessary.
  - Provide relevant technical support on request to other areas of the school if and when demands from Design and Technology permit.
- Deliver technician support to the Art department as required.

#### Health and Safety

- Implementing Health and Safety legislation and procedure

- Keeping up-to-date with relevant regulations and procedures (COSHH etc.) and passing information to teaching staff as necessary.
- Inspection, maintenance and correct use of safety equipment.
- If trained, first aid treatment for minor injuries.

#### Technical Advice and Assistance

- Preparation of equipment, materials and rooms required for demonstrations, examinations and practical work in food & Art lessons, including dismantling and storage after use.
- Provision of technical advice to teachers and pupils as appropriate.
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.

#### General

- Liaison with other departments and non-teaching staff over matters relating to Design and Technology (Food & Art) and whole-school issues.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms