



JOB DESCRIPTION

Post Title:	D&T Technician
Hours:	12 hours per week, term time only + 1 TE day
Salary:	Scale 2 (points 3-4)
Line Manager:	Faculty Leader

Main Purpose of Role:

Under the supervision of teaching staff, to assist in providing practical support to teaching and learning in the Food and Textiles curriculum.

Main Duties and Responsibilities

Tasks:

- Support pupils when doing practical tasks.
- Support teaching staff with practical tasks.
- Prepare equipment and resources for lessons.
- Check equipment is in correct working order.
- Clean equipment and clear away before/after lessons.
- Purchase small items of stock for use in lessons (directed from teaching staff or Faculty Leader) to Finance.
- Check stock levels.
- Perform simple administrative tasks e.g. filing, photocopying, laminating.
- Organise repair and maintenance of equipment, including tool sharpening.
- Maintain health & safety standards, particularly in relation to appliances and equipment.
- Maintain preparation and storage areas are clean and tidy.
- All duties to be carried out in compliance with the Health & Safety at Work Act, and the school's health & safety policy and procedures.

Other General Duties:

- To take part in the school's Professional Review Process and take advantage of any available training and professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, Security and confidentiality and adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.

This Job Description may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but set out the main expectations of the school in relation to the postholder's professional responsibilities and duties