

Job Title:	Design Technology Technician
Salary:	MNSP Grade 3, Points 5–7
Hours:	35 hpw
Working weeks:	39 weeks (term time plus INSET days)
Reports to:	Head of DT

Purpose

Responsible, under the instruction of the Head of Design Technology, to provide a technical service to the DT department. This includes assisting in Design and Technology practical work and supporting the department's teaching staff in the delivery of the Technology curriculum.

Main Responsibilities

- To be responsible for communicating effectively with DT staff in order that workshops are properly equipped for all lessons – this includes maintaining the DT computer suite and food room;
- To be aware of the Design and Technology curriculum and its technical needs, including those related to digital technology
- To prepare materials and equipment for use in Design and Technology classes – and also the food technology room.
- To give technical support to staff and students as required;
- To be responsible for the maintenance of all Design and Technology equipment. This to include: - Making weekly checks to ensure all tools, machines and equipment are in a safe and sound working condition; - Keeping an accurate inventory of all equipment; - Repairing/arranging for repairing and servicing of all equipment;
- To construct, develop and modify equipment and apparatus for teaching and extra-curricular purposes. This includes demonstration models and display boards.
- To support students and teaching staff during lessons and extra curricular activities. Undertake individual and whole class demonstrations.

Health & Safety

- To assist with student first aid and welfare (if trained);
- To be responsible for the safe organisation, tidiness and storage of all Design and Technology equipment, tools and machinery in workshops, preparation and storage areas.
- To advise DT staff of the implications of the department's and the school's Health and Safety policies and procedures
- To comply with school's and department's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and
- Safety representatives.

Administration & Finance

- To provide general clerical and administrative support to the D&T department e.g. photocopying, filing, arranging for the printing of materials, preparing written materials and the production of student work using computer aided manufacturing equipment
- To be responsible for efficiently maintaining the department's stock-book, ensuring that accurate records of equipment are recorded and updated regularly.
- To advise the HOD on purchasing implications as regards equipment and to ensure that any purchasing is compliant with the school's financial delegation policy.
- To raise purchase orders as required and to advise HOD on the department's financial position at regular intervals.

General Responsibilities:

- To ensure that the line manager or designated safeguarding officer is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.
- To be aware of the principles of safeguarding as they apply to vulnerable children.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- Be aware of and support differences and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To be fully aware of and abide by all relevant school policies (ie Health & Safety, GDPR, Code of Conduct).
- To undertake any other appropriate activity, or a similar level, reasonably requested of you by the Headteacher or member of SLT
- Break and lunchtime duties.
- Any other duties as directed by the Head of Design Technology

Supporting Processes

Must be well organised, be able to work independently with frequent interruptions and to strict deadlines.

Decision Making

You will work within prescribed guidelines to provide support to the DT department. Referring complex issues to the Head of Department or teaching staff for guidance. Must have a willingness to work in a flexible manner to support the curriculum

Physical Effort and Working

Some manual handling – e.g. moving equipment from prep room to class rooms / workshops. Physical effort will be involved. Some use of ICT. Working with materials, chemicals and specialist equipment.

Contacts and Relationships

Contact with College Staff, Parents and Students – providing support to the DT department and making recommendations. Consultation and discussions with external suppliers and input to the development of the DT curriculum.

Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the Safeguarding team.

Additional Information

A willingness to work with young people to support their achievement. Smart dress, appropriate to the position. No denim should be worn.

Knowledge, Skills and Experience

5+ GCSE A-C (inc English and Maths) or experience in a similar field. A Design Technology background is an advantage. The ability to communicate effectively with people at all levels.

It is agreed that the job description is a fair and accurate statement of the requirements of the job.

Job Holder:

Date:

Line Manager:

Date:

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

Person Specification

Skills and Abilities

Essential: Able to learn new skills and retain information Ability to quickly learn new techniques Good interpersonal skills. Enthusiasm, willingness to learn new skills and take on new challenges. Ability to work on your own initiative and plan a work schedule. Ability to work effectively with young people. Ability to relate effectively with staff at all levels Flexibility to meet the operational needs of the College.

Desirable: Good sense of humour. Ability to become a part of the College community

Knowledge and Qualifications

Essential: 5+ GCSE A-C (inc English and Maths) and/or experience within a similar field

Desirable: A Design Technology background preferable

Experience

Essential: Experience of working within a team

Desirable: A Design Technology background. Experience of working with young people

Other Requirements

Essential: None

Desirable: Health and Safety knowledge