



Park Vale Academy

DESIGN AND TECHNOLOGY TECHNICIAN Job Description

Location: Park Vale Academy, Top Valley Dr, Nottingham NG5 9AZ

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 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 and 4 in liaison with the Faculty Leader.
- 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 Faculty Leader 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 Design and Technology curriculum.
- Maintenance of necessary records – financial, legal, etc.
- Organisation of all necessary repairs, cleaning and maintenance of Design and Technology equipment, 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.

Health and Safety

- Implementing Health and Safety legislation and procedures.
- 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.
- First aid trained (or willing to undertake training).
- Current Design and Technology safety training certificate required.

Technical Advice and Assistance

- Preparation of equipment, materials and rooms required for demonstrations, examinations and practical work in Design and Technology 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 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.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.