

Saint John Houghton Catholic Voluntary Academy

Job Description and Person Specification

Job Title	Technician for Design and Technology
Place of work:	Saint John Houghton Catholic Voluntary Academy Abbot Road, Kirk Hallam, Ilkeston, Derbyshire DE7 4HX
Purpose:	Provide timely and effective preparation of materials for lessons (from Key Stage 3 and Key Stage 4), through regular liaison with teaching staff
Reporting to:	Head of Department (Design Technology)
Working Time:	35 hours per week 39 weeks per year (Term time plus INSETS)
Salary/Grade:	Band 2 SCP 3
Disclosure level	Enhanced

Job description

- Provide timely and effective preparation of materials for lessons (from Key Stage 3
- Key Stage 4), through regular liaison with teaching staff
- To clear and tidy workplaces and preparation areas after lessons and at the end of the day
- Checking and compiling stock lists for apparatus and resources
- Assist students with practical work as directed.
- Carry out regular safety checks on equipment and classrooms as appropriate
- To ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional Development
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
- Be able to use wood/metal equipment and arrange necessary servicing. (3D printer and laser cutter etc)
- Place orders and work to budget
- Maintain health and safety standards
- Be aware of lesson rotations, rotas and projects taught
- Completing risk assessments for the whole faculty
- Support within food technology lessons as well as workshop based lessons
- Ordering stock for food technology
- Photography of practical work

- Making lesson resources
- Reprographics as needed
- Small group work
- Any other relevant tasks as directed by the Head of Department

Person Specification

The successful candidate will:

- Have the capacity to work collaboratively as part of a team
- Enjoy working in a challenging but highly rewarding environment
- Be educated to at least A Level in DT (desirable) or have equivalent industrial or school experience
- Demonstrate practical knowledge and problem-solving skills
- Good housekeeping