



St Mark's West Essex Catholic School

Job Description

Job Title	Design & Technology Technician
Grade	2026 Scale 5 Point 10
Reports to	Head of Technology
Responsible for	N/A
Liaison with	Teaching staff, support staff, pupils, outside agencies.
Job Purpose	To give general support to the Food department.
Principal Accountabilities	To be responsible for preparing for practical lessons, assisting during lessons where necessary and clearing up after practical lessons.
Duties	<ul style="list-style-type: none">• To be responsible for preparing and checking orders for the Department and maintaining stock levels.• To ensure items are laundered where necessary and equipment cleaned after use.• To ensure all demonstration materials, equipment and provisions are available for use by the teaching staff. This includes the purchase of items from local retail outlets.• To carry out minor repairs and maintenance of kitchen equipment where possible• To give support to teachers in preparing theory work.• To be available to assist at any time with any problem that arises in the Department.
General	<ul style="list-style-type: none">• To undertake any training commensurate with the post.• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION DESIGN & TECNOLOGY TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum in support of the role relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively

	Creativity	Demonstrate a creative approach to supporting learning and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role