

Job Description

Post:	Design Technology Technician
Pay Scale:	Grade 3, SCP 5-6
Responsible to:	Head of Department
Main Location:	School based

Main Duties

- Set up resources / materials / equipment for lessons.
- Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
- Clean and undertake basic maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager
- Undertake record keeping, as directed.
- Secure and work with hazardous materials.
- Provide clerical and administrative support as directed.
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.
- Under guidance sets up equipment and demonstrations for use by others.
- Undertakes routine equipment maintenance and stock ordering when requested.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	E	A/I/C
First Aid Qualification or willingness to work towards one.	D	A/I/C
Level 2 qualification in Technology	D	A/I/C
Knowledge & Experience		
Experience in Design & technology	D	A/I/C

Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	E	A/I/C
Detailed knowledge of health and safety regulations as it relates to the work of a school.	E	A/I/C
A sound knowledge of national curriculum requirements.	E	A/I/C
Knowledge and experience of Microsoft Office and electronic communication.	E	A/I/C
Knowledge of school MIS systems	D	A/I/C
Personal characteristics		
Ability to work within a team and have a flexible approach within that team.	E	A/I
Ability to organise workload and work effectively under pressure.	E	A/I
Good communication skills and an ability to relate well with others.	E	A/I
Ability to work on own initiative.	E	A/I
Knowledge of Safeguarding issues	D	A/I