Design and Technology Technician

NJC Grade 3 (SCP 6 – 11), £21,968- £24,054 FTE *(£19,211-£21,036 actual)*

Full-time, 36.66 hours per week, term time only plus 10 days

Purpose of Post

To provide support for the high-quality teaching within the Technology Department (including Art), through the preparation of materials and equipment for practical work and coursework, the maintenance of resources, and active support of teaching and learning in the classroom. To provide a safe working environment for pupils and other colleagues.

Reporting to

Head of Design Technology

Key Tasks and Duties

Classroom & Workshop Servicing

1. To ensure that all equipment required for DT, Food Technology and Art is suitably maintained, stored safely and accessible including materials.
2. Prepare materials, equipment and tools required for demonstration and practical work/lessons.
3. Prepare mortar and maintain training mix to ensure it remains workable over time.
4. Cleaning and storage of all equipment and stock, keeping workshops, food technology, storage and preparation rooms and classrooms clean and tidy.
5. Carry out basic repairs and obtain estimates for more complex work.
6. Undertaking of safety checks to the required standard in line with deadlines.
7. Organise external safety checks and maintenance for equipment in line with deadlines.

Technical Support

1. Support in the setup and delivery of practical demonstrations as required to pupils across the design technology curriculum e.g. engineering, construction etc.
2. Under the guidance of the teacher, support individual or groups of pupils during practical aspects of the design and technology curriculum promoting the development of pupils' confidence. Give feedback on progress to the teacher as requested.
3. To work with the teaching staff to maintain and improve the effectiveness of practical lessons.
4. Support the effective use of ICT (and CNC where appropriate) in learning activities and develop pupils' confidence in its use and in CAD/ CAM curriculum options.
5. Supervise deliveries and maintain safe storage of materials within the department and storage areas e.g. brick, block and associated equipment/tools for construction located separate to the school, wood etc.
6. Act as the departmental 'expert user' for equipment and be able to train colleagues and students on safe and appropriate use.
7. Under the direction of the teacher/Head of Department, support pupils with extracurricular projects and lead and co-ordinate these activities including supporting the organisation of, and attending out of school trips.
8. Provide guidance and support for the practical needs of the curriculum, including networking with other technicians within and outside the school and appropriate professional bodies.

Health & Safety

1. Ensure safe storage and/or disposal of equipment, materials, chemicals, perishable foodstuffs and liquids, inflammables and waste materials in accordance with school procedures and legal regulations.
2. Ensure the promotion and monitoring of a safe working environment in work areas: includes risk assessments, reviewing safety procedures, and distributing safety information for pupils and colleagues using the workshops, classrooms and preparation/ storage rooms.
3. Support the Head of Department in reviewing the Health & Safety training programme for the department, assessing and making recommendations for future requirements.
4. Ensure remain up to date with Health & Safety regulations attending training as appropriate.
5. Ensure that revised / new regulations and compliance information is put into effect in the department.

Administration

1. Maintain all relevant information and recording systems: training, cataloguing, filing, inventories, legal records.
2. Posting of notices e.g. relating to Health and Safety or equipment/ appliance testing.
3. Order goods and services as appropriate in line with budget and in consultation with the Head of Department.
4. Receive and check deliveries and associated invoices. Notify the appropriate person of any discrepancies.
5. Recommend the purchase of specific items of equipment, researching costs, seeking value for money in consultation with the Head of Department.
6. Maintain the computer based inventory of all departmental apparatus and equipment for, food technology, engineering and construction.
7. Monitor and control an efficient stock control system for the Department.
8. Undertake related administrative tasks such as photocopying or assisting with display work as required.
9. Provide management information as required.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold all policies, procedures and codes of practice of the School, including data protection, health & safety and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.
8. To undertake appropriate training and share skills and expertise with others as required.
9. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.

Contacts

Pupils, staff, suppliers/contractors and visitors

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Design and Technology Technician	How identified (A/I/T)
Essential	
Qualifications	
Suitable qualification at a level commensurate with the role: Design Technology GCSE, A level, HNC/D	A
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	A
Willingness to gain a First Aid Certificate	A
Experience	
Experience of using engineering equipment and machinery, including centre lathes, pillar drills, band & circular saws, as well as experience of CAD/CAM	A, I, T
Experience of using ICT to support completion of work tasks	A,I,T
Experience of working in a team	A/I
Experience of keeping records	A/I
Skills and Abilities	
Interpersonal skills to build effective working relationships with pupils and staff across the school	A, I
Communication skills to give technical advice and guidance to others both spoken and in writing	A,I
Able to work methodically and have attention to detail	A, I
Analytical skills to investigate problems and recommending solutions	A, I
Able to work on own initiative	A, I
Organisational skills to manage own workload	A, I
Knowledge	
Have a knowledge and understanding of relevant health and safety risks in the design technology area	A, I, T
Willingness to develop understanding of food technology support requirements.	A, I
Desirable	
Relevant qualifications in using various workshop machinery such as saws and drills	A, I
Previous support work within a school or other transferable child-related experience	A, I
First Aid Certificate	A, I
Experience of working within a food technology department	A, I
Experience of using CAD/ CAM packages including laser cutter and 3D printing.	A, I
Experience of assisting to keep financial records and follow financial procedures	A,I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

A = Application I = Interview, T = Task