



UPTON COURT GRAMMAR SCHOOL – Job description

Job title	Design & Technology Technician
Pay and conditions	Salary Grade 4 Range 18-22 Term time (38 weeks) plus 7 days Hours 37 hours per week: 8.00 to 4.00 (Wednesday 8.00 to 3.30)
Line Managed By	Head of Department
Notice Period	13 weeks

JOB PURPOSE

- Assist in ensuring a safe, effective and efficient technical service is provided to support the Design and Technology department and its curriculum
- Provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities
- Ensure that Health & Safety requirements and other relevant regulations e.g. COSHH are adhered to including the completion and recording of necessary checks
- To fulfil the school's mission: Upton Court Grammar School ensured all students fulfilled their academic and personal aspirations and became successful and engaged citizens;
- Contribute to the overall ethos, work and aims of The Trust

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- Assist Line Manager in the promotion and observance of a healthy and safe working environment
- Assist Line Manager in ensuring the safe and effective operation and use of machinery, equipment, tools, materials, resources and software (e.g. CAD/CAM)
- Assist Head of Department with the carrying out of Risk Assessments including on a variety of equipment and processes
- Ensure that Design and Technology Department staff are aware and comply with all Health & Safety requirements and other relevant regulations e.g. COSHH
- Contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum
- Ensure that equipment is in good working order and that workshops, preparation areas and storerooms are in a clean, secure, safe and orderly condition
- Undertake cleaning tasks as required in order to ensure the above point
- Check and empty dust extractors on a regular basis
- Prepare, distribute and then clear away equipment, solutions / solvents and materials as required within the Design and Technology Department
- Carry out both routine and non-routine checking, cleaning, maintenance, testing, including PAT testing and repairing of equipment to the required standard as appropriate
- Prepare classrooms and workshops for lessons / practical activities / demonstrations
- Prepare equipment, tools, materials, and resources as required for use in workshops / classrooms / lessons
- Construct, where possible, general Design and Technology equipment

- Research the availability of suitable equipment, tools, materials, and resources, and suggest alternatives for suitability and economy to Line Manager
- Provide technical advice and support in the classroom e.g. with demonstrations, practical activities and resources
- Under the direction of Line Manager, dispose safely of workshop waste and deal safely with spillages / breakages following regulations
- Assist in putting in place requirements for practical school and public examinations
- Put up and maintain appropriate classroom and corridor displays within the Design and Technology Department and the school
- Provide technical assistance to students, either individually when they are carrying out activities, investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum
- Assist in stock control, compiling purchase orders and maintaining appropriate records

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filling and returns
- Assist in completing equipment and stock inventories as required
- Collate information, statistics and prepare reports as required by Line Manager, Principal and the Governing Body

General

- To attend relevant meetings and training sessions
- To attend school events as required
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Provide an effective first aid service when required to staff, students and school visitors at Upton Court Grammar School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- To invigilate school and public examinations and tests as required
- To cover for absent colleagues as directed

SAFEGUARDING

Pioneer Educational Trust committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example;
- To actively engage in the performance management process;
- To continue personal development as agreed.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.