

Job Description

Role:	Design Technology Technician (Workshop & Design)
Salary:	West Sussex Grade 4 or 5 + Crawley Allowance
Hours:	Term time only (TTO) + INSET days 37 hours per week over 5 days
Contract Type:	Permanent
Position Level:	SCHG27c

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Leader of Learning – Design & Technology
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school.
General:	Providing technical and administrative support for the Design Technology department.
Key Duties:	<ul style="list-style-type: none"> • Provide general support to staff and students, including preparation of teaching areas, resources and equipment ready for lessons in Workshops and Design rooms • Timely, safe and accurate preparation of materials, tools equipment and rooms for lessons to ensure a safe working environment • Keeping material stock levels at levels that minimise both waste and expenditure while meeting the needs of the lessons/ curriculum • Routine maintenance of tools and equipment used in the Workshops and Design rooms, including identification of replacements required and sourcing where necessary • Operate the full range of workshop and design equipment in order to prepare class materials and to check and maintain health and safety standards. • Ensuring that all equipment is efficiently operational and does not compromise health and safety requirements (BS4163) and that COSHH standards are maintained. • Support / supervision of students in a lesson and working with individual pupils as directed • Assist with technical difficulties during practical lessons as requested • General clerical, admin, technical support e.g. photocopying, printing, display, record keeping and inventory control in conjunction with the Leader of Learning • Liaising with the finance office and others to order replacement equipment, materials and ingredients. Checking orders that have been received.

	<ul style="list-style-type: none"> • Liaising with outside contractors/agencies with respect to rectifying faults, organising periodic maintenance and order parts • Participate in training and other learning activities and performance development as required • Lead and/or undertake demonstrations for practical lessons, assisted by other members of staff.
Generic Duties:	To deputise in the absence of other staff. Undertake duties involving student contact, as requested.
CPD:	To follow a mutually agreed programme of continuing professional development.
Additional Information:	For inset training you will be aligned with the Design Technology department. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.