



## JOB DESCRIPTION

<b>JOB TITLE</b>	DT TECHNICIAN
<b>EMPLOYER</b>	UNIVERSITY OF BRIGHTON ACADEMIES TRUST
<b>LOCATION</b>	ACADEMY BASED
<b>RESPONSIBLE TO</b>	SUBJECT LEADER
<b>RESPONSIBLE FOR</b>	N/A
<b>MAIN PURPOSE OF THE JOB</b>	PROVIDE SUPPORT TO TEACHING STAFF IN THE TECHNOLOGY DEPARTMENT
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To order and prepare all materials, ingredients and tools that are required for the delivery of Design and Technology/Food Technology lessons. This will include writing purchase orders that will then be used to order the necessary items.
<b>2</b>	Maintain all health and safety policies for the department as well as carrying regular maintenance checks on all equipment and machinery. Also ensuring that all work spaces are safe to work in at the beginning and end of each day.
<b>3</b>	Preparing all resources needed for each lesson that takes place in the department these will include; printing, demonstrations and practical tasks.
<b>4</b>	Assist pupils during practical tasks to ensure that they are safe in their learning and achieving their full potential. This will mean demonstrating and modelling good practice to small groups of pupils alone.
<b>5</b>	Clean and sharpen hand tools and maintain the good order and organisation of the workshop, kitchen and storage facilities.
<b>6</b>	Conduct audits to report any broken, missing or out of date items that can be replaced, repaired or re-ordered.
<b>7</b>	Ensure that stock is up to date and in order so that each lesson can run smoothly.
<b>8</b>	Ensure that rooms are clean to fall in line with health and safety standards. Kitchen must be hygienic and workshops must be clear of dust and debris.
<b>9</b>	Prepare display work and demonstrations to promote the subject at open evenings as well as prepare activities with the curriculum leader for more practical events.



<b>10</b>	Liaise with each member of the department to ensure that they have all that is need for each working day. Act upon any queries and use initiative and self-direction to proactively ensure a smooth running of the department.
<b>11</b>	To carry out all activities in line with the Academy's policies for Health and Safety, and Equal Opportunities
<b>12</b>	To participate in professional development activities and performance management activities as required
<b>13</b>	To undertake other reasonable duties as directed by your line manager
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: May 2021</b>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• All Support Staff posts within the Academy are subject to a six month probationary period</li> <li>• This post is subject to an Enhanced Criminal Record Check</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p><b>The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>	

**PERSON SPECIFICATION***(Method of Assessment: A = Application form, I = Interview)*

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Good general education with high degree of literacy	✓		<b>A</b>
<b>Key Skills and Abilities</b>			
Ability to work effectively and supportively as a member of the Academy team	✓		<b>A/I</b>
Ability to offer in-class support to the teacher and students	✓		<b>A/I</b>
Ability to work in an organised and methodical manner	✓		<b>A/I</b>



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Ability to undertake a range of practical tasks	✓		<b>A/I</b>
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Ability to carry out routine maintenance of equipment	✓		<b>A/I</b>
<b>Knowledge and Experience</b>			
Some knowledge of the main Health & Safety Regulations and how they apply in an academic environment	✓		<b>A/I</b>
Experience of undertaking a range of cleaning duties	✓		<b>A/I</b>
Experience of working in a school or academy environment	✓		<b>A/I</b>
<b>Personal Attributes</b>			
Ability to establish positive relationships with students, including those with special educational needs	✓		<b>A/I</b>
Willingness to take personal responsibility for standard of work carried out	✓		<b>A/I</b>
Willingness to participate in further training and development opportunities offered by the academy, to further knowledge	✓		<b>A/I</b>
Willingness to maintain confidentiality on all Academy matters	✓		<b>A/I</b>
Commitment to Equal Opportunities	✓		<b>A/I</b>