

JOB DESCRIPTION

Post Title: Design & Technology, Art and Food Technician	Director/Service/Sector :		Office Use
Band: Band 3	Workplace: PELE Trust		JE ref: HRMS ref: JD S559
Responsible to: Raising Achievement Lead	Date:	Manager Level:	
Job Purpose: To provide a technician service to the Technology curriculum and to assist in the production and delivery of lessons (via appropriate equipment and resources)			
Resources	Staff	None	
	Finance	Purchase of consumable materials and inventory.	
	Physical	Design Technology, Art and Food Technology Resources areas	
	Clients	Internal(Teachers, pupils and other staff) External (Contractors and suppliers)	
Duties and key result areas:			
<ul style="list-style-type: none"> • Maintaining a safe working environment in technology working areas • Preparing, retrieving, cleaning and clearing away equipment for lessons as required • Organising routine maintenance of tools, equipment and machinery • Preparing materials and components for lessons • Preparing and maintaining teaching resources as required • Maintaining a booking system for equipment and apparatus and ICT provision • Maintaining and monitoring records of stock and consumables • Managing safe storage of tools, consumables and equipment • Ordering using the school system • Responsible for the safe handling, storage and disposal of materials and chemicals • Assisting as required in practical lessons • Assisting with the testing of electrical equipment • Handling, recording and banking money paid in by pupils in Technology • Providing routing technical support • Any other duties consistent with the nature, level and grade of the post as direct by the Headteacher or Line Manager 			
Support for the School			
Comply with all school policies and contribute to the development of policy relating to:			
<ul style="list-style-type: none"> • Health and Safety and Safeguarding • Equal Opportunities • Confidentiality and data protection. 			
Work in such as to promote the ethos and vision of the school.			
Participate in training and development, and activities that contribute to the management of performance.			

Attend and participate in regular meetings

Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.

To undertake other duties and responsibilities as required commensurate with the grade of the post.

Child Protection

Deal with any allegations and disclosures that are made liaising with the Designated Person for Child Protection within school, and following procedures and guidelines.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

None

Working patterns:

Normal work patterns

Working conditions:

Normally indoors, workshop conditions.

PERSON SPECIFICATION

Post Title: Design & Technology/Art and Food Technician		Director/Service/Sector:	Ref:
Essential	Desirable		Assess by
Qualifications and Experience			
<p>Up to Level 2 qualification (eg 5 x GCSE's A*-C's grade or equivalent)</p> <p>Health and Safety certificates for operating power cutting machinery: Circular saw, planer thicknesser, bandsaw and lathe.</p> <p>Experience of a workshop/design and technology department</p>	<p>Level 3 and above qualification or equivalent in the Engineering or manufacturing sector</p> <p>ICT qualifications in building, maintaining and using computers</p> <p>Working as a team member as well as on your own</p>	(a), (i) (t)	
Knowledge and Skills			
<ul style="list-style-type: none"> • Design and Technology and Engineering suitable for practical lesson support • Practical skills in handling, manipulating and joining wood and metal • Electronics and preparation of electronic components • Being able to construct and/or repair simple Technology apparatus and workshop • Preparation and maintenance of tools and machinery in the classroom • Using ICT and relevant software, maintenance of computers 	<p>Practical knowledge and experience of supporting Design and Technology subjects in a school</p> <p>Knowledge of Computer controlled machinery and being able to set up and run relevant machines using relevant software</p>	(a)	
Personal Qualities and Skills			
<ul style="list-style-type: none"> • ability to take responsibility for your own schedule and organisational skills • Ability to be flexible and adaptable work as part of a team of technicians and cover other technicians jobs • Ability to work inside a school alongside young people and adults • To work under pressure of time and be systematic and be able to prioritise • To use initiative and develop ideas that may push the department forward and improve efficiency • To bear physical demands of a school technician eg moving equipment and apparatus etc • Be positive about school aims and contribute to a successful learning culture • 	<ul style="list-style-type: none"> • Good ICT skills eg word processing, databases, spreadsheets etc • Be optimistic and have good humour 	(a), (i)	
Other			
			(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits