



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Senior Design Technology Technician (U743)

Organisation(s): Wigmore High School

Pay Range: HC4

Contract: Permanent part time (6 hours per week)

Responsible to: Head of Design Technology

Responsible for: No staff responsibilities

Main Purpose of Job:

To provide technical support to staff and pupils in the Design and Technology department

Responsibilities:

- To support the ethos of the school and follow school routines and procedures
- To support the learning of pupils at the school
- To provide ancillary support in maintaining resources and machinery as well as a clean, tidy and hygiene working environment in relevant areas of the school
- To conduct necessary health and safety checks (including safe storage) as well as construct appropriate risk assessments
- To respond to other reasonable request to support the department including I.T. support
- To assist with practical lessons and prepare materials in advance

Specific Responsibilities:

- Support the planning and organisation of practical lessons
- Prepare materials for practical lessons
- Support the learning of individuals and groups
- Maintain and clean all equipment and resources (such as the laser cutter, bandsaw, portable tools, grinding tools, etc.) and report issues where repair or replacement may be needed
- Monitor and audit all equipment
- Monitor, rotate and reorder stock as necessary
- Store pupils' work and materials
- Use department equipment to assist with the preparation and completion of work
- Conduct regular maintenance checks of machinery and other resources, ensuring all are safely stored and locked when not in use
- Stay informed of changes to Health and Safety requirements, legislation and best practice for the specific department areas
- Create risk assessments for design and technology, and other related teams in conjunction with the Heads of Department
- Use first aid skills to attend minor injuries during practical lessons and report these using the school system
- Carry out research as required by the class teacher
- Assist with the preparation and mounting of display materials and pupils' work
- Undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Assist with extracurricular activities as appropriate
- Order replacements of resources and equipment as directed
- Attending departmental meetings as necessary
- Using relevant ICT to ensure the delivery and development of relevant departmental areas
- Carry out other relevant duties as directed by the Class Teacher or Head of Department
- Undergo a review of duties and responsibilities according to the school's schedule.

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:



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Person Specification



Senior Design Technology/Creative Arts Technician

	ESSENTIAL	DESIRABLE
Qualifications	Appropriate qualifications at Level 2 and above which demonstrate the capability of managing a practical school environment (AF)	- Food Hygiene Certificate (I) - English and maths at Grade C/4 or above at GCSE - First Aid certificate
Experience	Experience of practical technology equipment (AF)	- Experience of working with children (AF, I, R) - Experience of working in a design technology environment (AF)
Knowledge and Understanding	Knowledge of the use and safety features of a range of machinery important to design technology	Knowledge of the use and safety features of a range of machinery important to the catering industry (AF)
Abilities and Skills	- Ability to maintain clean, tidy and hygienic working environment (AF, I) - Ability to follow instructions efficiently (AF, I) - Practical skills (AF, I) - Interpersonal skills (AF, I) - Ability to work independently and as part of a team (AF, I) - Time management skills (AF, I)	- ICT literacy (AF, I) - Administrative skills (AF, I)
Personal Attributes	- Resilient (I, R) - Reliable (I, R) - Committed (I, R) - Honest (I, R) - Trustworthy (I, R) - Dedicated (I, R) - Patient (I, R) - Loyal (I, R) - Enthusiasm, warmth and a good sense of humour (I, R) - High expectations of self and others (I, R)	

Other Factors	• Good attendance record (R) • Outstanding references (R) • Willingness to undertake further training (AF, I) • A commitment to high educational standards, which maximise the achievements of all pupils (I, R) • A commitment to equality of opportunity for all pupils (I, R) • A commitment to the school's ethos and values (AF, I) • Flexibility in the work environment (R) • A willingness to reflect upon experiences in a critical and constructive manner (I, R) • Police clearance (DBS check)	
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Evidence Key:

(AF) – Application Form

(I) – Interview

(R) – References