



Higham Lane School

POST TITLE: TECHNICIAN - DESIGN TECHNOLOGY (21 - 25 hours - to be agreed)
SALARY: £10,814 to £11,275 (based on 25 hours, dependent on service and experience)
HOURS: 21 - 25 hours per week – Term-time only (38 weeks)

BROAD DESCRIPTION:

Works under direction and instruction, liaising closely with teaching and support staff in ensuring safe practices are observed at all times, to:

- Provide for general care of the Design and Technology working areas
- Prepare materials, ingredients and equipment for lessons etc.
- Maintain and provide for safe storage of stock (materials equipment/ ingredients)
- Assist teaching staff with practical lessons and working with small groups
- Provide general clerical support and undertake basic record keeping as required
- Manage the manufacture of students' work where necessary.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has no direct responsibility for financial resources other than occasional handling small amounts of cash, invoices and checking orders.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving day to day maintenance and monitoring of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment.

ESSENTIAL TASKS

- Prepare materials/resources for lessons, activities, demonstrations and exams, as instructed
- Assist students in the selection, collection and organisation of materials/ ingredients
- Assist teaching staff with student supervision during practical work
- Maintain clean, safe and orderly working environments
- Store and manage tools/equipment/materials/ ingredients safely
- Clean and maintain machinery and equipment
- Inspect furnishings, machinery and equipment to ensure in good order and safe to use
- Reporting the need for major repair or servicing as necessary
- Routine day-to-day servicing of machinery or equipment
- Monitor stock levels, ensuring appropriate stock is available and informing/ordering as appropriate
- Maintain health and safety records and requirements for tools, equipment etc.
- Occasional clerical duties – e.g. record keeping, photocopying
- Instruct and work with students on use of specialist equipment and assisting them with the operation of such equipment (such as the Centre Lathe or Milling Machine) – training provided.
- As directed, manufacture basic equipment (e.g. tool racking and display, manufacturing jigs etc.) – training provided.
- Machine maintenance/servicing – training provided.

Any other reasonable duties commensurate with the post and its grading.

Person Specification – TECHNICIAN - DESIGN TECHNOLOGY / WORKSHOP

Attributes		Essential (E) Desirable (D)
Qualifications and Training	<ul style="list-style-type: none"> • Be aware of and understand the Authority's regulation, e.g. HASAW and COSHH guidelines • Level 2 Food Hygiene 	D D
Knowledge/ Experience	<ul style="list-style-type: none"> • Have practical knowledge, experience and skill in the use, operation and maintenance of a range of workshop and CAD/CAM equipment and machinery • Ability to work constructively using own initiative in the absence of senior staff and as part of a team • Able to carry out procedures and routines as necessary • Have good numeracy and literacy skills 	D E E E
Skills	<ul style="list-style-type: none"> • Able to work both independently and as part of a team • Able to instruct students • Have good organisational skills • Able to use own initiative • Can solve problems and respond to unforeseen circumstances (e.g. hazards, accidents etc.) • In service inspection and testing of electrical equipment 	E E E E E D
Other	<ul style="list-style-type: none"> • An ability to lead small groups/in-class demonstrations (training provided) • An ability to report safeguarding concerns (training provided) • Ability to communicate effectively with staff/students/visitors and all users of the school site • Committed to continuous development by keeping up to date and sharing knowledge, seeking new opportunities and challenges, open to ideas and developing new skills • Trustworthy and reliable • Good attendance record 	D E E E E E