

Job Advertisement

Design and Technology Technician

Dates

Apply by – 9am on Tuesday 3 October
Required from – as soon as possible.

Salary

Grade 5 Scale Points 6 to 11 – full time equivalent salary £21,968 to £24,054
Pro rata salary for term time £19,063 - £20,874

Location

Preston, Lancashire

Contract Type

Full time (part time may be considered), term time plus 5 INSET days (39 working weeks per year).
There may also be the opportunity to work additional hours during the school holidays.

Contract Term

Permanent

Design Technology Technician

We are looking to recruit an experienced, talented, innovative and hardworking Technician. This is an exciting opportunity for the right candidate, and you will work as part of a dedicated team who strive to improve the school and enhance our pupils' learning experience in every possible way.

The Design and Technology Department at Priory is situated in its own bespoke building. There are 2 Resistant Materials workshops, 2 CAD Graphics rooms, a Textiles room and a Food Preparation and Nutrition room. There is also a room dedicated to CAD CAM which houses laser cutters and routers. The department has seen very successful results over the past few years, and we are keen to find a candidate willing to continue to drive the department forward.

The D&T department is a dynamic and forward-thinking community with a desire to produce students who can progress into a future career in the design or engineering fields.

The closing date is 9am on Tuesday 3 October and interviews and assessments will be scheduled for Friday 6 October.

Full time posts are for 37 hours per week and working hours will be:

- Monday to Thursday 8.00 am to 4.15 pm
- Friday 8.00 am to 3.45 pm
- Lunch is a 45 minute unpaid break from 1.15pm to 2.00pm each day
- A degree of flexibility will be required from time to time to be able to attend department meetings, staff meetings, training, and school events

Prospective candidates are encouraged to contact the school for a tour prior to the final application.

All applications should be on the Penwortham Priory Academy application form, CV's will not be accepted. In your application you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position and should demonstrate how you meet the requirements in the person specification below.

Applications should be emailed to Mrs S Spencer, Academy Manager via s.spencer@priory.lancs.sch.uk with 'Application for Design and Technology Technician - your name' in the subject line.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance.

Note: We will always consider your references before confirming a job offer in writing

Person Specification

Personal Attributes required (on the basis of the Job Description): Design Technology Technician	Essential (E) or Desirable (D)	Assessed by: Application (A), Interview (I) or Test (T)
<p>Qualifications</p> <ul style="list-style-type: none"> • 5 GCSE passes at Grade A-C or equivalent • A level 3 qualification plus experience of working in a similar role OR specialised skills acquired through significant, on the job experience • Certification in the use and maintenance of Technology equipment (eg: laser cutters, band saws, routers). <p><i>Any essential health and safety certification training will be provided.</i></p>	<p>D</p> <p>D</p> <p>D</p>	<p>A</p> <p>A</p> <p>A</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience of preparing resources for practical learning activities • Experience of developing resources • Experience of working in an education environment • Experience of managing own workload and prioritising task to ensure everything necessary is accomplished. • Experience of spending from an agreed budget 	<p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p>Knowledge/skills/abilities</p> <ul style="list-style-type: none"> • Organisational skills for planning and preparing resources • Knowledge of technical equipment used for Technology practical learning activities • Knowledge of Health and Safety in relation to Technology • A confident user of common desktop application software, such as Microsoft Office • Excellent oral and written communication skills • Ability to work accurately and to tight deadlines • Ability to prioritise conflicting demands and manage own workload • Able to use own initiative • Ability to maintain information, produce reports and analyse information • Ability to keep up to date with curriculum changes • Adaptable with a flexible approach to work • Knowledge of CAD/CAM or Technical Drawing 	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p>Other Qualities/Requirements</p> <ul style="list-style-type: none"> • Interest in the education of young people • Dedicated to keeping children safe in education • Capable of working effectively as a member of a team • Willing to work evenings when required for school events • Willingness to undertake training in First Aid • Driver with the willingness to use own transport to collect items from suppliers if necessary (reimbursement of expenses is given) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

Job Description

Post Title:	Design Technology Technician
Job Category:	Educational Support Staff
Grade:	5
Role and Responsibilities /Key Purpose	<ul style="list-style-type: none"> To work with teachers as part of a professional team to support learning by providing technical assistance, through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.
Reporting to:	Head of Technology
Responsible for:	N/A
KEY DUTIES:	
	<ul style="list-style-type: none"> Plan, prepare and set up curriculum resources/materials/equipment for lessons, as directed by the class teacher Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction, of, the class teacher Develop, prepare and maintain specialist resources as required Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access/misuse Clean and undertake maintenance and inspection of equipment as needed to ensure it is clean and in good working order Update records, including production of reports and analysis of information Contribute to planning and development of systems, policies and procedures Ensure adherence to health and safety regulations Demonstrate the use of equipment to technical and other staff Provide clerical and administrative support to the classroom teacher as required Order and maintain resources within an agreed budget Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards Maintain COSHH records relevant to chemicals and substances used within Technology Carry out risk assessments relating to the use of equipment and processes in the department/Technology
Extra Information	<ul style="list-style-type: none"> You will be able to demonstrate experience or technical knowledge of working within a Technology area. You should have knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and pupils. Knowledge of CAD/Technical drawing will be an advantage. You will be able to use judgement to deal with unforeseen problems, with limited guidance from superiors but within established and known procedures. You will generally have freedom over practical day to day decision-making within policies and procedural guidance. You will not have direct responsibility for pupils, but will have frequent contact and will be required to provide short term supervision of classes on occasion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

School Ethos

All employees have a responsibility to:

- contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised'
- support our pledge to make Priory a school where individuals 'learn to succeed'
- contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Resources

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards any future CPD / qualification