

JOB DESCRIPTION

Post Title:	Design & Technology Technician
Reporting to:	Head of Technology
Scale:	NJC Scale 1 Point 2 (FTE £22,366) Actual Salary £16,898.04
Hours:	32.5 hours a week Term Time Only + 5 days
Disclosure Level:	Enhanced
Contract:	Permanent

MAIN RESPONSIBILITIES

- You are responsible to the Head of Department for your duties and responsibilities.
- You will also have contact with other teaching staff, technical and other support staff, students and suppliers of equipment, materials and services.

RESPONSIBILITIES

- To assist in the provision of technician support to the academic activities of the school.
- To perform all duties allocated in an effective manner and liaise closely with teaching staff and other school staff.
- To ensure safe practices are observed at all times.

DUTIES

- Preparation of lesson resources for both Design and Technology departments.
- To assist teaching staff as directed in the preparatory work for examinations.
- To assist teaching staff and students during practical classes including demonstration of skills, techniques, and equipment at an appropriate level.
- To carry out routine maintenance of equipment and tools, as appropriate, in both areas.
- To order provisions / equipment for department upkeep and practical lessons.
- To undertake storekeeping duties including the receipt and issue of materials and equipment and assist in the completion of relevant administrative work such as preparation of orders.
- To maintain storage rooms and areas in a clean and tidy condition.
- To undertake any other duties that are deemed to be within the remit of this post.
- To assist with First Aid care in case of injuries/accidents in lessons and be on the First Aid rota and to assist in exam sessions when lessons are empty. First Aid training will be provided if not already First Aid trained but must be willing to.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- Attend and participate in meetings where appropriate
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Internal: Teaching Staff
 Support Staff
 Students

Notes:

- The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy.
- All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
- All duties and responsibilities must be carried out with due regard to the Trust’s Health and Safety Policy.
- Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Signed :.....**Dated:**

