



<b>Job Title:</b> Design Technology Technician	<b>Grade:</b> 5
<b>Department:</b> Art	<b>Accountable to:</b> Head of Textiles
<b>Contractual Terms:</b> Permanent	<b>Responsible for:</b> N/A

### Overall Purpose of the Job:

Under the direction and guidance of the Head of Department/Technician Manager/Senior Technician, to co-ordinate the use of the practical resources and facilities and provide assistance and advice in meeting the practical needs of the Design and Technology curriculum, including liaising with teaching staff and support staff outside the department.

### Key Duties and Responsibilities:

#### **1. Workshop Servicing**

- To assist in the maintenance of materials, stock and equipment required for demonstration and for practical work in all workshops.
- Under the supervision of the Senior Technician and/or Technician Manager, set up demonstration practical's as requested, ensuring they work effectively and are cleared away.
- To assist in the general maintenance of the workshop ensuring that all surfaces and equipment are clean and safe to use.
- To deliver equipment and resources to workshops or classrooms as requested
- To collect, clean, check and return materials, tools and equipment to stores.
- To set up ICT and multi-media equipment and dye sublimation machine CAD/CAM

#### **2. Construction and Repair**

- To maintain and repair workshop tools and equipment to required standards, including obtaining estimates for more complex repair work.
- In consultation with the Caretaker, to test new equipment and devise new practical work.
- To construct and/or modify workshop resources for use and display.

#### **3. Health and Safety**

- To assist in the safe storage of and/or disposal of equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the workshop)
- In liaison with Senior Technician, inspect, maintain and ensure correct use of safety equipment.
- To keep up-to-date with health and safety requirements and with developments in practical science and Design Technology. (Attending courses and reading publications)
- To give health and safety information to technical staff, teachers and students.

#### **4. Advisory**

- In consultation with Senior Technician or Technician Manager, maintain awareness of current developments through appropriate training.

## 5. Administration

- To assist in the operation of an effective system for ordering, stocking, storing and distributing of items used in the Design and Technology Department, including any Associated record keeping.
- To operate all relevant information and recording systems including cataloguing, filing, Inventories, and legal records as they relate to Health and Safety and equipment/appliance testing.
- To receive and check deliveries and associated invoices.
- To obtain materials by local purchase.
- To assist with efficient admin systems within the Design Technology, Graphics and Textile faculties.
- To Maintain Displays and Equipment in the faculty
- To undertake a range of reprographic duties, including collation and distribution

### Additional Information

- Undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

All staff: Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
<b>Qualifications:</b>	The role requires a minimum of 3 GCSE's Grade 4 – 9 (A –C) or equivalent	E	A/I
	Specific qualifications in Design and Technology	D	
<b>Experience:</b>	Relevant previous experience in a technician post, or a role which includes similar duties and responsibilities.	E	A/I
	Experience of working within an educational/multi agency setting.	D	
<b>Knowledge and Statutory Requirements:</b>	Knowledge of email, internet and intranet.	E	A/I
	Knowledge and interest in Secondary Education	E	
	Some knowledge of the operation of workshop tools and equipment.	E	
<b>Planning, Organisation and Mental Challenge:</b>	Ability to be able to use own judgement to identify straightforward solutions to simple problems.	E	A/I

<b>Initiative &amp; Independence:</b>	The post holder will work from instruction, but will be expected to use their initiative and make some minor decisions, as they arise. Problems are referred to their line manager.	E	A/I
<b>Personal Qualities:</b>	Ability to contribute to effective team working.	E	A/I
	Effective time management.	E	
	Practical skills and ability to carry out basic repairs/maintenance	E	
	Excellent organisational skills.	E	

**Working Conditions:**

The post holder will work in an allocated section within the school, working on their feet for some of the day.

**Main Contacts:**

The post holder must always project a professional image when dealing direct with colleagues, governors, parents/carers and external bodies.

**Characteristics of the post:**  
The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** 06/07/2020

**Signature of Post holder:** ..... **Date:** .....

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us**

**of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.**