

POST TITLE:	Design & Technology Technician
STATUS:	Permanent, Term time only plus 15 days, 36hrs p/wk
GRADE:	Scale 4
LINE MANAGER:	Head of Design and Technology Department

JOB DESCRIPTION

Providing technical and curriculum support services to the Design & Technology Department. The curriculum includes Product Design, (Art) Textiles and Cooking & Nutrition. Working as part of a team to support the smooth running of the department and contributing to the School Improvement Plan.

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

General Duties

- Liaise with teaching staff and technicians to identify technical support needs generated by the curriculum.
- Ensure that appropriate stock level of apparatus and tools are maintained. Maintain stock books, including carrying out or arranging stock checks.
- Place and progress orders, ensuring spending is in line with departmental policy.
- Keep appropriate financial records, keeping Head of Design and Technology informed of expenditures and liaising with Finance Department as appropriate.
- Identify equipment needs in consultation with teaching and technician staff to participate in the selection of new equipment.
- Organise and store equipment, apparatus, tools and materials in accordance with the Learning Trusts regulations where appropriate.
- Participate in the development of the Design and Technology department's technical and practical facilities to meet teaching/learning needs.
- Organise the maintenance and repair of departmental apparatus and equipment and have overall responsibility for maintenance records.
- Ensure the maintenance of room services and facilities, liaising with the Team Leader for Technical Services as appropriate.
- Prepare apparatus, tools and materials and set up equipment for use in practical classes.
- Set up and, on occasion, carry out demonstrations.
- Maintain, retrieve and clean away apparatus/ tools etc. after use.
- Ensure that the practical requirements of practical assessments and examinations are met, including preparing, setting up and testing materials, apparatus and equipment. Attend examination previews.
- Give technical advice to teachers and pupils assisting in practical classes as appropriate.
- Maintain displays in the Faculty as requested by specialist teachers.
- Contribute to the development of the Faculty's practical work.
- Ensure that satisfactory standards of safety and security are maintained in relation to the department's technical service in accordance to School/Trust policy.
- Liaise with other faculties within the school and with other establishments.
- Undertake appropriate technical duties as requested by the Head of Design and Technology, including assistance with whole-school initiatives.

- Work with small groups of students on practical tasks.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date
Design & Technology Technician

Haggerston School

PERSONAL SPECIFICATION

Design & Technology Technician

Qualifications

- A good level of education, GCSE or equivalent in relevant discipline.
- Good numeracy and literacy skills.

Experience

- Experience of working in an educational environment or with young people would be desirable but is not essential.
- Experience or knowledge of Technology practices and equipment.

Skills / Knowledge

- Ability to maximise resources to ensure best value.
- Able to prioritise and delegate in order to meet deadlines and according to whole school needs.
- Good communication skills, written and oral.
- Good organisational skills.
- A working knowledge of relevant Health and Safety policies / codes of practice / legislation would be desirable.

Personal Attributes

- An ability to work as part of a team.
- Self motivated with an ability to work to deadlines.
- Common sense and a sense of humour.
- Enthusiasm and flexibility.
- Resilience and determination when problem solving.
- Ability to relate to children and adults.
- Ability to self-evaluate learning needs and actively seek learning and development opportunities.
- Commitment to maintaining and complying with Health and Safety regulations.

Haggerston School
Design & Technology Technician

Job Details

Design & Technology Technician reporting to the Director of Learning - Technology.

Purpose

Providing technical and curriculum support services to the Technology Faculty. Working as part of a team to support the smooth running of the department and contributing to the School Improvement Policy.

Dimensions of the post

Providing a technical support service to school

Liaison with external providers

Staff – liaison with staff

Director of Learning - Technology

Teaching and Support staff

Principal Accountabilities

1. Liaise with teaching staff and technicians to identify technical support needs generated by the curriculum.
2. Ensure that appropriate stock level of apparatus and tools are maintained. Maintain stock books, including carrying out or arranging stock checks.
3. Organise and store equipment, apparatus, tools and materials in accordance with the Learning Trusts regulations where appropriate.
4. Prepare apparatus, tools and materials and set up equipment for use in practical classes.
5. Set up and, on occasion, carry out demonstrations.
6. Retrieve and clean away apparatus/ tools etc. after use.
7. Ensure that satisfactory standards of safety and security are maintained in relation to the department's technical service in accordance to School/Trust policy.
8. Ensure that the practical requirements of practical assessments and examinations are met, including preparing, setting up and testing materials, apparatus and equipment.

Specific Roles and Responsibilities

See attached job description.