

JOB SPECIFICATION

DEPARTMENT:	Education
SECTION:	Design and Technology Department
POST:	Design and Technology Technician
RESPONSIBLE TO:	Design and Technology Coordinator
SUPERVISION:	Under general supervision – work is covered by techniques and procedures

FUNCTION: To provide technical, administrative and non-teaching assistance in the Design & Technology Workshops and associated rooms in accordance with standing departmental instructions and/or as directed, verbally or in writing, by the Headteacher or his/her representative in the Design & Technology rooms.

DUTIES:

- Preparation, storage and issue of materials, components, tools, paper (drawing, tracing and file paper), drawing aids and equipment for class use.
- Setting out and clearing away, as necessary, of storage systems, tools, materials, machinery, teaching aids and ICT equipment (including computer controlled machinery).
- Construction of storage systems, tools, materials and teaching aids required for class use.
- Assisting the teaching staff in demonstrating the correct use of relevant tools and equipment and helping with supervision during practical sessions.
- Maintenance of equipment, tools, machinery, teaching and drawing aids, stores and work surfaces.
- Ensuring that all machinery, tools, components, teaching aids and equipment are kept in a safe and proper working condition.
- Dismantling, checking, preserving and storing of equipment, components, material and tools after use, including containers and empties.
- Disposing, or arranging for the disposal, of all waste materials in accordance with existing safety regulations.
- Maintenance of all fixed and permanent fixtures in workshops and associated rooms, including stores.
- Modifying, as directed, existing equipment, tools, drawing tables and machinery and constructing and/or replacing new parts as and when required.
- Diagnosing and repairing faults in equipment, tools and machinery if competent to do so. Monitoring and controlling the dispatch and receipt of equipment, tools, machinery sent for repair.
- Maintaining a high standard of safety and ensuring the usage of safe working practices at all times.

- Assisting in maintaining the security of the workshops, stores and associated rooms and their contents.
- Cleaning all equipment, machinery, components and tools as required, including worktops and floors after practical work in the workshops, associated rooms and stores.
- Assisting the Design and Technology, Head of Department in maintaining the inventory for the Design and Technology workshop or associated rooms. General physical management of stores and stock including the keeping of records of breakages.
- Assisting the relevant members of the teaching staff with the receipt and issue of stores, equipment and materials.
- The duties may be varied to meet the changing demands of the Design & Technology Department at the reasonable discretion of the Headteacher, in consultation with the postholder and the Director of Education.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Postholders will be expected to undergo a period of suitable and recognised training in the Design and Technology field.

PERSON SPECIFICATION – TECHNICIAN
(Design and Technology Department)

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	Indentured Apprenticeship in a manufacturing trade and/or possession of appropriate certificates for centre lathe, cross cutter, pillar drill, band saw, tool grinder, planer/thicknesser, circular saw, welding equipment and any other relevant qualifications appropriate to this role.	
Experience:	Relevant work experience in similar background. Experience of undertaking a range of design-related tasks. Be able to service and change the extraction systems.	Experience of working with children and young people.
Knowledge:	Knowledge of CNC machines (CAD/CAM) or willing to learn. Knowledge of Health & Safety legislation as it relates to work of a school. Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals. Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools. Knowledge of a range of design techniques.	Understanding of school contexts in Design and Technology Areas. Understanding of First Aid procedures.
Key Skills and Behaviours:	Very good level communication, including numeracy and literacy skills and the ability to liaise with staff, students, outside agencies Knowledge of legislation surrounding the safeguarding of children Excellent organisational skills Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to maintain a range of tools and equipment. Ability to prepare equipment and materials for lessons, as requested by the teaching staff. Ability to identify work priorities and manage own workload. Ability to establish positive relationships with students, including those with special educational needs.	

<p>Key Skills and Behaviours Cont'd:</p>	<p>Ability to maintain accurate work records and maintain inventories.</p> <p>Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.</p> <p>Ability to effectively use ICT to support learning, or to undertake training to do so.</p> <p>A willingness to learn from others.</p> <p>Ability to work under own initiative.</p> <p>Ability to demonstrate commitment to Equal Opportunities</p> <p>Able to work as part of a team.</p> <p>Adaptability.</p> <p>Ability to work calmly and with patience to build positive relationships with pupils, teachers and ancillary staff.</p> <p>Willingness to participate in all relevant development and training opportunities.</p> <p>Very good numeracy and literacy skills.</p>	
--	--	--