



# Design and Technology Technician

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<b>Job Title</b>	Design and Technology Technician
<b>Line Manager(s)</b>	Head of Learning Area: Art, Design and Technology
<b>Salary Scale</b>	NJC Points 14-17 pro rata
<b>Hours</b>	30 hours per week, term time only

## **Purpose of the Post:**

To provide support within the Art, Design and Technology learning area, providing technical, practical and administrative assistance enabling teaching staff to facilitate high quality teaching and learning.

## **Duties and Responsibilities**

### General Duties

1. To prepare all resources and equipment for teaching or for demonstration purposes for lessons as directed within time scales, in order to support learning activities
2. To undertake where appropriate routine maintenance and cleaning of equipment, resources and materials to ensure a safe and orderly working environment
3. To clean the equipment, resources and work areas after use, including spillages in accordance with COSHH
4. To carry out routine maintenance as required
5. To check equipment and resources for safety, reporting any faults, problems or damage to teaching staff to ensure that planned learning activities can be undertaken
6. To ensure all equipment is moved and stored safely and securely as instructed in line with Health and Safety regulations
7. To provide technical support to teaching staff and students during lessons
8. To support practical lessons at both KS3 and KS4 when required
9. To maintaining displays of students' work
10. To prioritise own workload, work to pre-determined deadlines and to comply with relevant requirements

### Administration Tasks

11. To monitor and manage stock within the learning area, cataloguing resources and undertaking audits as required by fully maintaining the Asset register
12. To liaise with the Head of Learning Area in the placing and following-up of orders, checking deliveries and invoices
13. To operate office equipment to enhance learning resources within the department, e.g. photocopier, computer, scanner, shredder etc
14. To operating specialist equipment to enhance learning within the department e.g. 3D printer, laser cutter

### Duties and Responsibilities

15. To participate in all aspects of training and development
16. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines. To monitor the compliance with the policy, procedures and guidelines and keep appropriate records where required
17. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area and amongst employees with the remit of the post
18. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post

19. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may not longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**



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## PERSON SPECIFICATION

	<i>Essential or Desirable</i>	<i>Evidence Source</i>
<b>Educational Qualifications</b>		
Good numeracy, literacy and communication skills	E	A/I
First Aid Qualification	D	A
IOSH Working Safely certificate	D	A
<b>Experience</b>		
Demonstrable experience of a workshop environment	E	A/I/R
Working with or caring for children or young people	E	A/I/R
Working with various types of machinery and materials	E	A/I/R
Assisting with the planning of educational activities	D	A/I/R
Preparation of resources for teaching or demonstrating for lessons	D	A/I/R
<b>Qualities, skills, knowledge and aptitudes</b>		
Ability to manage/order stock when necessary	E	A/I/R
Ability to work without supervision	E	A/I/R
Ability to plan and regulate workload	E	A/I/R
Good communication skills	E	A/I/R
Ability to work constructively as part of a team, or on own initiative	E	A/I/R
Willingness to undertake training for use of specialist machinery	E	A/I/R
Awareness of Health & Safety	E	A/I/R
Experience of working with a wide range of materials	E	A/I/R
Good time management and organisational skills	E	A/I/R
Flexibility – to work in various areas within the department	E	A/I/R
Ability to work closely and supportively with both staff and students	E	A/I/R
An understanding of IT in practical application e.g. CAD/CAM	D	A/I/R
Ability to use IT in a classroom	D	A/I/R
Understanding of relevant policies/codes of practice and awareness of relevant legislation	D	A/I/R
Knowledge of maintenance procedures for relevant equipment	D	A/I/R
General understanding of secondary curriculum and other basic learning programmes/strategies	D	A/I/R
<b>Other</b>		
Supportive of the Catholic ethos of our school	E	A/I
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	I

**A: Application Form**

**I: Interview**

**R: References**