

**Design Technology and Food Studies**

**Faculty Technician**

**Job Description**

**SCP 13-17**

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**PURPOSE OF THE POST**

To support teaching and learning across the Faculty by:

* Developing, preparing and maintaining appropriate facilities, equipment and materials for use by teachers and pupils.
* Provide technical support to teaching staff and pupils
* Have a flexible approach to daily routines, in order to support the needs of the Faculty.

**Line Management**

* Responsible to Head of Faculty / Designated member of staff

**Main Responsibilities and Duties:**

* Carry out first line servicing of machines and equipment in all Faculty classrooms and workshops, ensuring safety and reliability. This will include cleaning, oiling, sharpening, removing dust and carrying out minor repairs.
* Clean and sharpen hand tools and maintain the good order and organisation of all workshops/classrooms and their storage facilities.
* Prepare materials, ingredients and equipment for lessons and projects, including preparation of demonstration materials or ingredients and resources and the stocking of consumable items.
* Maintain excellent hygiene systems to ensure the food room follows all health and hygiene regulations.
* Under the supervision of the Head of Design Technology and Computing Faculty, order any goods required by the faculty, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system for all items within the Faculty.
* Assist teachers and pupils during lessons with practical work, offering advice to pupils where appropriate, including support with equipment.
* Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. Maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.
* Keep all workshops, classrooms, stock rooms and tool rooms clean and tidy. Maintain aprons in a serviceable condition.
* Manufacture storage equipment as and when requested.
* Making teaching aids such as jig, formers, prototypes and displays.
* Undertake other Faculty tasks as requested by staff.
* Any other duties which are commensurate with the grading of the post.

**General Requirements**

* To take part in the Academy’s Performance Management/ Appraisal system
* Enhanced CRB check
* Strong commitment to furthering equalities in both service delivery and employment practise
* To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

**Person Specification**

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| **Qualifications**   1. Possession of, or in process of gaining appropriate certificates for wood turning, centre lathe, mill, pillar drill, bandsaw, circular saw, and hand router. Some knowledge of electronics and systems, laser cutter and control CNC equipment would be desirable. 2. Food Hygiene certificate would be desirable and would be required to be completed before commencing this post.   **Experience**   1. Experience of undertaking a range of design related tasks 2. Previous experience of working in a Design Technology and a food environment   **Knowledge**   1. Knowledge of Health & Safety and Food Hygiene legislation as it relates to the work of a school 2. Knowledge of safe working practises in relation to the handling and usage of hazardous equipment and tools 3. Knowledge of a range of design techniques   **Skills**   1. Ability to maintain a range of tools and equipment 2. Ability to prepare equipment and materials for lessons as requested by teaching staff 3. Good knowledge of software such as Word, Excel, PowerPoint, CAD, and Laser Cutter software 4. Ability to work in an organised and methodical manner 5. Ability to identify work priorities and manage own workload 6. Ability to establish positive relationships with pupils and teaching staff 7. Ability to maintain accurate work records and maintain inventories 8. Ability to work effectively as part of a team 9. Willingness to participate in further training and development opportunities offered by the Academy to further knowledge 10. A good sense of humour |