**Highams Park**

School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

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| **Post Title:** | **SENIOR DT TECHNICIAN** |
| **Salary / Grade:** | **GRADE 4 (Pts 18-21)** |
| **Responsible to:** | **HEAD OF DEPARTMENT** |
| **Weeks:** | **39 Weeks Per Year (Term Time Only)** |
| **Hours:** | **36 Hours Per Week** |
| **Job Purpose**  Duties to include preparing tools/equipment and materials for lessons and supporting pupils/students with practical tasks. Good organisational skills are essential. | |
| **Responsibilities**   |  | | --- | | * Carry out routine Health & Safety checking of equipment and reporting all faults to the Head of Department * Deal with photocopying/printing requirements * To keep in clean working order all machines in the Construction Materials department * To maintain stock and purchasing materials when needed. * Communicate with suppliers to sort out any issues/problems with orders * To operate and maintain a store system for all tools/equipment and materials (Timber, metal, Acrylic) * Etching of PCBs for all electronics projects * To support and assist in the workshops during lessons. * Preparation, issue and collection of all materials and equipment prior to and after practical sessions * Preparation and setting up of materials required by teachers for demonstrations * Discuss issues with staff. E.g. suggest changes to tools lists, problems with students 2d design etc. * Complete cutting tasks for years 10-13 * To maintain/design/make classroom aids and displays * To be responsible for the safe cooling and storage of pupils/students’ practical outcomes (eg Brazing Hearth). * To liaise with other support staff to ensure resources and ICT are available and operable at all times   The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade. |     **Person Specification**  Essential   * Good organizational skills * Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area * Excellent working knowledge of equipment and ICT packages relevant to specialist area * Ability to negotiate effectively with adults and children   **Desirable**   * Basic knowledge of First Aid and general understanding of the school * Knowledge of Machines such as Circular saw and band saw with relevant certification. * PAT Testing Certification | |

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