

# GOSFORD HILL SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	Faculty Technical Support Assistant (including Cover) Design & Technology
<b>Accountable to:</b>	Faculty Leader- D&T
<b>Line Managed by:</b>	Faculty Leader- D&T
<b>Start Date:</b>	
<b>Hours:</b>	33 hrs/wk. 39 weeks 08.25-15.45 Including a 45 min unpaid lunch break
<b>Salary:</b>	LGPS Grade 6

## JOB PURPOSE

- To support the teaching of the Design and Technology Faculty and maintain the workshops/classrooms under the direction of the Head of Faculty.

## OBJECTIVES

- Prepare classroom materials in advance for all D&T lessons
- Cover lessons to ensure continuity of learning
- Support individual or small groups of students as required
- Providing efficient and high quality administrative support for the effective running of the faculty

## MAIN DUTIES

- To prepare classroom materials, including work pieces in resistant materials from raw materials as delivered, setting out materials, components and equipment for electronics work etc.
- To cover occasional lessons within the Faculty
- To maintain hand tools including cleaning and sharpening.
- To attend to the general maintenance of turning, milling and planing equipment, and to repair where possible.
- Prepare the working environment to ensure a safe working area, including setting up tools and equipment as necessary, taking down, cleaning and storing tools, materials and equipment after use.
- To monitor the use and level of tools, materials and consumables, and working with the Head of Faculty, re-order as necessary.
- Check deliveries, sign delivery notes and return them to the General Office.
- Assist the Head of Faculty with occasional clerical duties.
- Attend training courses as necessary
- To provide technical expertise or assistance in other areas of the school as occasionally required

## Support for the School:

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

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Last updated: June 2017

Signed :.....

Date ;.....

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation