# Dragonfly Education Trust

|  |  |
| --- | --- |
| Job Title:  | Technology Technician |
| Salary:  | Grade Q |
| Responsible to: | Head of Design Technology  |
| Purpose of Job: | To provide a first-class Technician service to support the delivery of high-quality teaching in Design Technology and to act First Aider as required |

### Main Duties & Responsibilities

* Prepare and set out equipment and materials ready for use in lessons
* Adhere to current relevant legislative and school policies to create and maintain a safe, clean and tidy learning environment at all times
* Work with pupils individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. (These responsibilities to be carried out under the supervision of the teacher)
* Carry out regular maintenance and inspections of workshop tools and equipment including laser cutters and 3D printers
* Maintain and repair tools and machinery to health and safety requirements
* Conduct risk assessments to establish safe working procedures
* Assist in the construction of exemplar work for display/teaching purposes
* Prepare consumable materials for practical lessons eg) resistant materials
* Manage stock control
* Plan and prioritise own work effectively
* Support and uphold the Trust’s values for students
* Report any defects and potential Health and Safety Hazards to appropriate responsible person
* To act as first aider within the department and wider school as required

### General

* Attend all departmental and support staff meetings
* Participate in the Trust’s performance management process
* Attend all training courses as directed by the line manager
* Play an active and positive role in the life of the Trust, sharing the aims and objectives of the Trust
* Champion equal opportunities and diversity
* Comply with the Trust’s policies and principles, and health and safety regulations
* Maintain confidentiality according to organisation and legal requirements
* Undertake other duties that can be reasonable expected of and are relevant to the level and nature of the post

### Physical Effort

The nature of the post will require the postholder to bend and lift at times throughout the day.

### Working Environment

There will be some exposure to small amounts of flammables, hazardous chemicals, dirt and dust

### Other Information

Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.

The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**Person Specification**

It is expected that the successful candidate would possess the following attributes:

|  |
| --- |
| **Essential** |
| Proven experience in use of woodworking tools and machinery (lathes and drills) |
| Can carry out risk assessments and develop safe working procedures |
| Good general education including English and Mathematics to GCSE Level or equivalent |
| Skilled in machinery maintenance and repair |
| Understanding of relevant Health and Safety Law |
| Up to date knowledge of Health and Safety pertaining to technology |
| Accurate record keeping |
| Good communication skills  |
| Good interpersonal skills |
| Ability to work quickly, flexibly, effectively and positively in response to requests made at short notice |
| Pro-active, ability to work under own initiative without direction and as part of a team |
| Pro-actively prioritises workload on a daily, weekly, monthly basis to meet deadlines |
| Capacity to develop curriculum knowledge |
| Resilient and calm under pressure |
| Uses initiative and is resourceful in approach to work |
| An enthusiastic and approachable nature |
| Communicates well with children and young people and in particular be prepared to demonstrate:* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Professional attitudes to use of authority and maintaining discipline
* Understanding of safeguarding and promoting the welfare of young people
 |
| Commitment to the ethos and vision of the School |
| Develops good working relationships with colleagues and the wider School community |
| First Aid at Work Qualification |
|  |
| **Desirable** |
| Proven experience in a relevant industry ie) carpentry, light engineering, manufactoring  |
| Proven experience of working with woods, plastics and metals |
| Health and Safety at Work Certificate |
| HH Certificate |
| Knowledge of the following CAD programs - Solidworks, 2D design and Google Sketch Up |
| Experience using laser cutters and 3D printers |
| Experience of working in a secondary school environment |
| Experience of working with children, 11-18 years |
| Efficient stock control management |
| An understanding of a secondary school curriculum |

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**