

Job Description

Job Title: Design Technology Technician
Pay Scale: Scale 4 (SCP 18-21) TTO 39 weeks, 20hrs/week, £10,758 - £11,789
Reporting to: Head of Department (Technology)

Job Purpose

- To work as a member of the Technology team, providing a technician service to the department.
- To ensure the working environment within the Design and Technology Department remains safe and in line with Health and Safety legislation (school policy and statutory requirements).

Main Responsibilities:

1. To prepare materials, setting up/checking equipment for use in practical classes and assisting in-class as appropriate.
2. To take responsibility for identification and arrangement of PAT testing for all items requiring same.
3. Maintaining H&S records, including work Equipment checks, Risk Assessment, COSHH, LEV and site audits.
4. Undertake daily maintenance checks of machinery, cleaning, oiling and changing or re-setting blades as and when required. Remove dust from extraction units. Maintain log sheets in respect of same for monitoring purposes.
5. To undertake routine maintenance of workshop equipment (hand tools), including but not limited to replacement of broken blades in abrafiles, hacksaws, coping saws. Re-set and sharpen blades in planes, marking knives, drill bits, lathe tools and chisels, either by grinding or grindstone, ensuring all equipment is maintained in a good working order.
6. To maintain and monitor signage and correct use of PPE by staff and students.
7. Maintenance and adjustment of all power machines (band saws, lathes, miller, planer, circular saw, grinders, sanders, router, jigsaw, drill etc.) and recording of checks.
8. Maintenance and setting up of all CAD/CAM equipment. Checks to be recorded for health and safety records.
9. The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
10. The healthy and safe storage and accessibility of equipment and materials.

Other Duties

1. In the event of an emergency to adhere to the evacuation procedures and to assist with an accurate roll call.
2. To assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times.
3. To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items.
4. To co-ordinate the preparation of materials and machinery in good time for classroom activities to take place in the allocated timeframe.
5. To prepare departmental resources where it is appropriate and cost-effective to do so.
6. To support trial projects with members of department to explore issues and possibilities prior to live run with students.
7. Preparation of jigs, moulds/patterns for new and ongoing projects.
8. To provide CAD/CAM support to staff, staying up to date with new developments in this area of D&T, leading training and servicing and maintaining equipment.
9. Keep all classrooms organised and free from hazards.
10. To demonstrate the operation of specialist equipment within the workshop and oversee their use either in group work on an individual basis.
11. Place and receive orders in an orderly and timely manner ensuring stock levels are monitored, unpacking and storing of wood, metal and plastic materials. Advise HoD of any stock requirements in good time.

Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Keeping children safe in education: information for all school and college staff' document. Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

Person Specification

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Ideally one of the following qualifications, or equivalent, in appropriate subjects relevant to the duties of the post: ONC, OND, BTEC/TEC Certificate, 2 'A' Levels, Ordinary or Part 1 City and Guilds, AVCE (Part 2). 	<ul style="list-style-type: none"> 'A' Levels or other relevant Level 3 qualifications.
Experience	<ul style="list-style-type: none"> At least three years relevant experience to the duties of the post. 	<ul style="list-style-type: none"> Experience working with young people.
Skills, knowledge and aptitude	<ul style="list-style-type: none"> Excellent technical skills and a sound technical knowledge of Design Technology. Ability to organise prescribed Health and Safety systems relating to workshop and preparation areas, including keeping appropriate risk assessment records. Good ICT, administrative and organisational skills. The ability to work flexibly as part of a team and to work co-operatively and collaboratively. Evidence of a good record of attendance and punctuality. 	<ul style="list-style-type: none"> Ability to communicate effectively with staff and pupils. Evidence of commitment to principals and policies of equal opportunities Potential to assist the Art department if curriculum requires.
Personal Attributes	<ul style="list-style-type: none"> Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders. A "can do" attitude towards supporting the aims and ethos of Haverstock School and contributing to its success. Commitment to the protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> Energy, ambition and enthusiasm with a willingness to develop new skills.