



THE JOHN FISHER SCHOOL JOB DESCRIPTION

Job Title: Design and Technology Technician

Salary/Grade:	Scale 4 Point 7-10 dependent on experience, 0.75 FTE
Contract Type:	Full time, Monday to Friday, Term time only +1 (40 weeks)
Working Hours:	27 Hours per week: 7.30am – 1.00pm or 8.00am – 2.00pm (Flexible)
Start Date:	As soon as possible

We are seeking a reliable, well-organized and enthusiastic Design and Technology Technician to provide technical support to the Design and Technology Department at The John Fisher School.

The Successful candidate will be responsible in assisting the Head of Design and Technology in ensuring the smooth running of the department, assisting staff and students by ensuring the safe preparation of materials, tools and equipment for day-to-day use.

Primary Tasks

- To prepare day-to-day materials and resources for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items, as agreed with staff.
- To support teaching staff in the delivery of lessons, providing technical support to staff, individual and groups of students as directed.

- To support staff in the classroom as requested to advise students during projects, including students undertaking major coursework projects.
- To ensure that all machines are prepared for further use, ensuring safety and reliability. This will include cleaning, oiling, sharpening, removing dust and carrying out minor repairs.
- To ensure that the material preparation area, technician's storeroom and contents there in are kept clean and organized.
- Maintain aprons in a serviceable condition
- To check that all tools are stored and locked away in both workshops.
- Maintain stock records and assist with ordering stock and materials: receiving and checking deliveries upon arrival
- To advise the Head of DT area on issues that may affect the safe and efficient running of the department.
- Ensure that any security equipment, including keys, are kept safe.
- To take responsibility for Health and Safety in accordance with the Health and Safety at Work Act and the School's Health and Safety Policy within the technician's own area of work, and with particular reference to COSHH, risk assessment and Electrical Safety Regulations.
 - Maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks
- To check, maintain and record the operation of all dust and fume extraction equipment.
- To check the condition of all material cutting/forming machines, computers and laser cutter.
- Complete maintenance on DT equipment as necessary.
- To carry out spot checks on storage and tools cupboards; and to encourage efficient use of systems.
- To carry out minor repairs and alterations to specialist furniture and fittings as required.
- To inspect and report on the condition of working areas highlighting any Health and Safety risks. If possible, repair or advise Head of DT area of the need for a replacement, in all areas of DT.
- Ensure that all safety zone floor markings around fixed electrical, mechanical and heating equipment are regularly renewed so that they are visible and clear.
- To visually check all portable electrical equipment leads and plugs for damage.
- Oil and grease all machines and vices.
- Clean and sharpen hand tools.
- Check and clean all safety goggles and machine guards and replace as necessary.
- Assist D&T staff in the development of displays/notice boards/exhibitions etc.
- Tidy storerooms and carry out stock check of consumable items.
- Complete an annual inventory of tools and equipment in the DT department for items with a replacement value of £50 or more.
- Assist the Head of learning area and the Assistant Business Manager in the completion

of the Health and Safety audit and appropriate risk assessments in line with CLEAPSS guidelines for schools.

- Attend relevant training courses in order to maintain efficiency and effectiveness.
- To contribute under the planning of the DT area to in-service training for teachers, and student teachers, with regards to the use of tools and equipment, and machine safety.

Contacts & Relationships

- With students – daily
- With visitors, or other external bodies – as required
- With staff within school - daily
- Advising staff who work within other departments, such as SEND

Creativity

- To assist in the delivery of learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs if appropriate
 - The senior technician works closely with KS4 students during their coursework. To assist the classroom teachers when writing reports by feeding back on students' effort and progress in class, when they are not working directly under the supervision of the teacher. This will help give a clear overview of how the student is working in all aspects of the course
 - Work within an established behavior policy to anticipate and manage behavior constructively, promoting self-control and independence
 - Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class decisions
 - The senior technician will directly influence lesson plans and units of work by sharing their knowledge and experience in supporting teachers, progress and develop the learning of students
 - Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
 - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - Contribute to the overall ethos/work/aims of the school
- #### **Management & Supervision**
- Day to day line management responsibilities for the DT technician
 - Liaise between managers/teaching staff and the DT Technician
 - To take part in regular team meetings
 - Participate in the performance management system for the appraisal of their own performance.

Complexity

- The role requires knowledge and experience of working with specialist DT equipment such as laser cutters, 3D printers etc.
- You will be required to maintain the equipment within the DT area and advise when external maintenance or repair is required.
- To understand the impact of the Health and Safety guidelines within the DT area in line with CLEAPSS and SLA
- You will complete a range of routine work with some variation in line with the secondary school curriculum.

Resources

- Organize and manage appropriate learning environment and specialist resources
- Use ICT effectively to support learning activities and complete the range of duties
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment within the DT area

Impact

- All students make excellent progress and attainment, in particular within the DT area
- All students are active protagonists in learning and their unique qualities as learners are known and supported by all members of staff
- The culture and ethos of the school is reflected in all activities and interactions that involve our staff on and off site
- Ensuring good behavior and welfare requirements are maintained at school that keep students safe

Physical Demands

- The majority of the role will be standing/walking and there will be some requirement of move or lift equipment across the school site or within the DT area.
- Be able to work as part of a successful, hard-working, dedicated team.

Emotional Context

- To be able to deal with emotionally stressful situations that may arise from working with students, families and colleagues
- To occasionally deal with emotional / distressing information arising from unforeseen circumstances, i.e. safeguarding disclosures, illness related to children and families, this will then be forwarded to the Designated Safeguarding Lead and Safeguarding Officers This is not an everyday occurrence.

Other

The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The post holder will be expected to participate in training and other learning activities and performance development as required.

The post holder will be expected to actively follow Sutton Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Experience

- Previous experience of working in a similar school-based role would be beneficial
- Experience of Design Technology is essential
- Experience of maintaining and /or repairing a variety of DT equipment
- Following CLEAPSS or similar Health and Safety guidance in managing and maintaining specialist equipment
- Supervisory experience

Knowledge

- Knowledge of Health & Safety legislation as it relates to the work of a school
- Understanding of complex woodwork and metalwork equipment
- Knowledge of a range of design techniques
- Awareness and understanding of current legislation and guidelines of COSHH and Sutton Council in relation to the safe handling of storage of chemicals
- Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
- You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others

Skills

- Ability to maintain a range of tools and equipment
- Ability to prepare equipment and materials for lessons, as requested by the teaching staff
- The ability to work in an organized and methodical manner
- Ability to problem solve and maintain repairs to DT equipment
- Ability to identify work priorities and manage own workload while working under pressure
- Ability to maintain accurate work records and maintain inventories
- Excellent inter – personal skills for working with students and teaching staff, including those with special needs

- The ability to understand direct instruction from your Line Manager or from the Senior Management team
- Ability to work effectively as part of a team
- Flexible approach, willing to take on new ideas to improve the service to the customer

Personal style & behaviors

- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
 - Open, honest and an active listener.
 - Takes responsibility and accountability.
 - Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
 - Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
 - Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.
- Demonstrates a professional approach which generates credibility and confidence.
 - The ability to work independently but also are a good team player when the need arises.
 - Is committed to the provision and improvement of quality service provision.
 - Is adaptable to change/embraces and welcomes change.
 - Acts with pace and urgency being energetic, enthusiastic, and decisive.
 - Communicates effectively.
 - Has the ability to learn from experiences and challenges.
 - Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

Closing date: 16 June 2025

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.