



JOB DESCRIPTION

School: Central Foundation Boys' School

Position: Design and Technology Technician

Pay Scale: Sc2, pt 2 – 4: £27,711pa - £28,128pa – full-time equivalent

Actual salary - £14,412pa - £14,629pa (21h/week) or

- £19,217pa - £19,506pa (28h/week)

Contract: Part-time (3 or 4 days a week; 21 or 28h/week), term time only

Reports to: Head of Design and Technology

JOB PURPOSE

To support the Design and Technology Department in their day to day activities.

MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible to the Head of Technology for the technical service to the department.
2. To check and maintain workshop machinery, tools, components and accessories including determining maintenance schedules and keeping appropriate records. Arranging for maintenance where necessary.
3. To ensure general maintenance of workshop facilities, including general workshop tidiness.
4. To prepare a range of materials for teaching purposes, including wood, metal and plastic.
5. To prepare, set up and check machinery, equipment and apparatus for teaching purposes including that associated with new technology.
6. To issue equipment, tools, components and materials to teaching staff and pupils and maintain appropriate records.
7. To provide technical advice and assistance to teaching staff and pupils, especially with Computer Aided Design and Manufacture.
8. To develop, construct and advise on the development and construction of 3-dimensional teaching aids, jigs and fixtures from verbal instruction, sketches or drawingsl prepare diagrams, charts and 2-dimensional teaching aids.
9. To order materials and equipment and setting up and operating systems of stock and control including:
10. To participate in the selection of new items of equipmen recommending specifications where appropriate.
11. To investigate sources of supply.
12. To set up and maintain a bank of purchasing information.
13. To coordinate departmental orders, including processing and progressing.
14. To receive deliveries ad certifying invoices for payments.
15. To set up and operating a system, of stock control including appropriate storage systems for departmental resources.
16. To maintain stock levels and stock records, including stock books.

17. To keep financial records and providing HoD with periodic statements, regarding the process of expenditure.
18. To meet the technical needs raised by school and public examinations/assessments including the supply and preparation of the department's technical facilities.
19. To maintain satisfactory standards of safety and security in relation to the technical service to the department.
20. To assist with the preparation of design and technology displays and exhibitions.
21. Other appropriate technical duties as directed by the HoD.

WHOLE SCHOOL RESPONSIBILITIES

1. To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.
2. To play an active part in the life of the school community, to support its vision and ethos.
3. To take an active role in maintaining the general appearance of the Technology department.
4. To assist where possible in setting up presentations and displays.
5. To attend training courses as appropriate.

SUBJECT SPECIFIC REPOSNSIBILITEIS

The following is a summary of what a technician's role involves.

MAINTENANCE OF TOOLS AND EQUIPMENT

1. Carry out half termly safety checks on all fixed and portable machinery including the logging of faults.
2. Installation of equipment.
3. Cleaning and maintenance.
4. Repairs and troubleshooting as appropriate.
5. Sharpening of hand and machine tools.

MAINTENANCE OF THE ROOMS, FURNITURE AND FITTINGS

1. Make daily checks of all rooms and keep all rooms equipped for teaching.
2. Carry out minor repairs.
3. Assist in minor refurbishment as necessary.
4. Organise and keep tidy all storage areas.
5. Installation of software and the general maintenance of the departments.
Information Technology equipment and peripherals.

STOCK KEEPING (in conjunction with HoD)

1. Stocktaking and Ordering.
2. Storing (considering Health and Safety).
3. Issuing.
4. Maintaining inventories of equipment and stock book.
5. Monitoring the use tool materials, damage of tools and use of sundries.

PREPARATION FOR LESSONS AND LESSON SUPPORT

1. Preparation of materials (by hand and machine methods).
2. Support students with their CAD/CAM work in class.
3. Preparation of equipment.
4. Making tools, jigs, work aids and teaching materials.
5. Prepare and set up Audio and Visual equipment for class use.
6. Repro graphics.
7. Desk Top Publishing of learning materials and departmental documentation.
8. Prepare and demonstrate any of the workshop processes such as casting, lathe work, plastic forming and moulding etc. (if suitably trained and experienced).
9. Putting out kits and equipment, testing them and checking them back in again.
10. Setting up of machines and computers.

OTHER DUTIES

1. Construction of prototype circuits in electronics and pneumatics etc.
2. Assist staff and pupils in workshop practice.
3. Advise and support teaching staff.
4. Be prepared to attend training courses as appropriate.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school 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 criminal record check will be carried out prior to confirming an offer of appointment.



PERSON SPECIFICATION

School: Central Foundation Boys' School

Position: Design and Technology Technician

Pay Scale: Sc2, pt 2 – 4: £27,711pa - £28,128pa – full-time equivalent

Actual salary - £14,412pa - £14,629pa (21h/week) or

- £19,217pa - £19,506pa (28h/week)

Contract: Part-time (3 or 4 days a week; 21 or 28h/week), term time only

Reports to: Head of Design and Technology

- **QUALIFICATIONS REQUIRED** GCSE or equivalent level, including English and Maths
- NVQ Level 2 or equivalent, including experience or solid understanding of a technician's role in a school, undertaking various practical tasks.
- Health and Safety qualifications required for working in a workshop with machinery

EXPERIENCE:

- Experience with working with tools and machinery.
- Experience of working with different materials.
- Experience of working within the education sector (desirable).

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of materials (wood/metal/plastic).
- Strong organisational skills.
- Meticulous record keeping.
- Awareness of the importance of health and safety.
- Initiative, creativity, enthusiasm and the ability to multi-task and work without supervision.
- Ability to work under pressure and to tight deadlines.
- Good interpersonal, teamwork and relationship management skills, a can-do approach.
- Ability to work effectively as part of a team.
- Ability to communicate effectively, both orally and in writing, with a range of audiences.
- Excellent working knowledge of equipment, resources and ICT relevant to the role.
- A commitment to inclusive education and equality of opportunity.
- Commitment to inclusive education and equality of opportunity.

Please note that this school 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 criminal record check will be carried out prior to confirming an offer of appointment.