

POST: **Design Technology Technician (Covering Food & DT)**

REPORT TO: **Team Leader for Design Technology**

CONTRACT INFORMATION:

- **Salary: Grade 14 = £24,404 - £25,183 (actual salary £20,898 - £21,565)**
- **Term time including INSET days**
- **37 hours a week with option for a job share between DT & Food**

Main Purpose of Job:

To ensure the appropriate equipment and resources are available and maintained to a satisfactory standard to support student learning within a safe working environment.

Main Responsibilities and Duties:

Under the supervision of the Team Leader:

- Preparation of resources for lessons to assist teachers in the delivery of the curriculum for Design Technology & Food. This will include the use of specialist wood and metal working machinery.
- Supporting teachers in the delivery of Food & DT areas by maintaining equipment and appropriate resources.
- Provide Classroom support to teachers and technical assistance to students during lessons. Assist in developing new practical activities.
- Monitor resources through stock control, including storage of materials, placing orders including the ASDA Food Orders, checking deliveries, and advising on stock levels. Looking for sources of quality materials and collection from local industry.
- Maintain inventories of equipment and tools.
- Maintain a clean, safe and tidy working environment in the workshops, kitchens, stores and preparation areas. Carry out visual and other routine safety checks. Carry out routine repairs to tools and equipment.
- Carry out health and safety risk assessments relevant to work in the department, making use of ICT software.
- Comply with health and safety regulations at all times.
- Use ICT to support teaching and learning within the department, developing resources as required.
- Support staff in the department with the production and presentation of displays for the learning environment.

- Contribute to the design, development and maintenance of specialist resources and/or long term projects.
- Develop knowledge and skills as appropriate by fully participating in professional development.
- Other relevant duties as required.

Facts and Figures:

Robert Blake School is an 11-16 Secondary School with approximately 1060 students and 140 staff. Support/maintenance to: - 3 Design Technology Rooms, engineering workshops and to the Food Classrooms. Work with clearly defined procedures.
No supervision of staff.

SUPPORT PROCESSES

Problem Solving and Creativity:

Closely controlled by health and safety legislation and practice. Uses initiative and expertise to offer students alternatives to achieve their design criteria by creative use of resources.

Decision Making:

Within daily schedule and broad parameters prioritises own workload. First point of contact for repairs and maintenance and to the preparation for food classes. More complex repairs and maintenance/servicing for the DT Areas to be referred to others.

Physical Effort and Working Conditions:

Frequent physical effort, carrying, preparing for food classes, regular machine work in DT workshop areas. Regular use of ICT.

Contacts and Relationships:

Regular contacts with all members of Department staff and students, in order to give advice, provide support, provide solutions, understand objectives and resolve queries. External contacts with suppliers to discuss orders and resources required.

Knowledge, Skills and Experience:

Previous practical experience, preferably including working in a workshop environment. Good communication, creativity and organisational skills. Competent in use of ICT and keen to develop skills. Approved qualifications/certification in the use of specialist equipment e.g. abrasive wheels. Experience/qualifications in relevant subjects.

