



JOB DESCRIPTION

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| POST: | DESIGN AND TECHNOLOGY TECHNICIAN | DATE: MAY 2025 |
| REPORTING TO: | HEAD OF DEPARTMENT | |
| LOCATION: | ALTRINCHAM GRAMMAR SCHOOL FOR BOYS This post requires the ability to travel when required and to work directly with other Schools in the Trust | |
| DISCLOSURE LEVEL: | ENHANCED DBS | |

Job Purpose:

The Design and Technology Technician works to ensure that the educational aims and services of The Hamblin Education Trust and the schools which form part of the Trust are delivered in an organised and efficient manner. The Design and Technology Technician will support the teaching staff and pupils to produce learning resources to deliver effective education. The Technician will also work to highlight and advertise learning within the school, supporting teachers in demonstrating successes and topics of discussion through informative and engaging display boards.

Reporting into the Head of the Department of the Trust, the post holder is responsible for ensuring that the services delivered are compliant with regulatory and governance requirements.

The post holder will be able to harness all opportunities to create a climate of success and achievement for all, in accordance with the values of The Hamblin Education Trust.

| MAIN ACCOUNTABILITIES | |
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| Supporting Learning | <p>Preparation of tools, materials and equipment for lessons as required by Teachers, ensuring well organised, smooth running, and engaging lessons, returning unused materials to appropriate store for all of our Design Technology subjects.</p> <p>Support Teachers in lessons, i.e. assisting students and demonstrating methods and techniques to them to acquire new skills.</p> <p>Produce prototype projects and costings, advising Teachers on feasibility and practical requirements for teaching delivery.</p> <p>Ensure all teaching rooms, workshops and storage areas are maintained clean and tidy and ready for use, liaising with Estates and ICT staff</p> |

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| | <p>regarding appropriate issues, e.g. inadequate cleaning, PCs/software not working or development requirements.</p> <p>Ensure all tools, materials and equipment including safety equipment are stored safely, well maintained, and stocked, ensuring compliance with COSHH and other current health and safety requirements.</p> <p>Carry out visual checks of all machinery and appliances before use to ensure it is safe for students and staff use, overseeing and organising appropriate maintenance and inspection, ensuring compliance with health and safety requirements.</p> <p>Set up machine tools including CNC lathes, manual metalwork lathes, wood lathes, pillar drills and laser cutters as directed by staff and supervise their appropriate safe usage during use.</p> <p>Organise the safekeeping of students' work and assist in preparing classroom and corridor displays, mounting and removing work as required to enhance the learning environment.</p> <p>Under the direction of the Head of Department, compile and maintain records of risk assessments in line with best practice and CLEAPPS guidance.</p> <p>Undertake risk assessments to ensure safe working practices are followed, reporting any issues to the Head of Department and School Health and Health and Safety Officer.</p> <p>Ensure necessary safety signage and equipment is located appropriately, i.e. adjacent to machinery/equipment.</p> <p>Ensure each technology teaching area is kept locked and secure when not in use, ensuring there is no unsupervised access to students and visitors, reporting any issues to the Head of Department or Class Teacher.</p> <p>Participate in discussions with Teachers to understand their requirements, researching and suggesting innovation.</p> <p>Maintain an awareness of health and safety procedures in a technology environment, ensuring safety of all students, staff and visitors.</p> <p>Provide Technician support during school, liaison and out-of-hour activities, i.e. Parents/Carers Evenings as required.</p> <p>Provide support to teaching staff and students in the use of ICT software for CAD/CAM and similar design processes.</p> |
| Staff | <p>Meet regularly with the Head of Department to plan strategic requirements for smooth running of the Technology Department. Administration</p> <p>Under the direction of the Head of Department, manage the departmental budget, including allocating and monitoring of</p> |

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| | <p>expenditure, ensuring sufficient resources throughout the entire financial year.</p> <p>Order equipment and materials and ingredients, following correct financial and procurement procedures: obtain best value and ensure budgetary control.</p> <p>Assist with unloading and checking deliveries, notifying the Finance Department at AGSB of any discrepancies.</p> <p>Maintain inventory of equipment and monitor stocks of resources and consumables, to ensure all lessons are fully resourced.</p> <p>Ensure end-of-life equipment and materials are disposed of as necessary, within financial procedures and comply with hazardous waste requirements.</p> <p>Ensure asset register is updated with new and end-of-life equipment, following AGSB procedures.</p> <p>General administration as directed, including photocopying and filing.</p> <p>Develop systems using ICT to improve effective administration processes.</p> |
| Other duties | <p>Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.</p> <p>Share good practice across the Trust.</p> <p>Take responsibility for your own well-being.</p> <p>Participate in appropriate Induction Programme to support new staff and provide excellent support for those members of staff who are new to an educational environment.</p> <p>Take responsibility for your own career choices and actively seek CPD opportunities.</p> <p>Participate in appraisal and the achievement of objectives set, which will be robust and measurable. Request adequate support to achieve these targets if appropriate. Other Responsibilities</p> <p>Take part, as required, in meetings in relation to the curriculum and organisation of the school.</p> <p>Participate in arrangements for professional development as outlined in the school development plan or identified through the appraisal process and take responsibility for own development.</p> <p>Ensure the activities in which students are engaged are conducted in a disciplined, safe and healthy environment and in line with school policy.</p> |

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| General responsibilities | <p>To be an ambassador for the school.</p> <p>To model the core values of the school in your professional life and to promote and develop the school’s vision, ethos, aims and objectives.</p> <p>To establish a culture that promotes excellence, equality, and high expectations for all students.</p> <p>To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the school and to maintain good discipline.</p> <p>To attend meetings with external agencies and organisations.</p> <p>To foster and support extra-curricular activities in the interest of the school community e.g. school productions, concerts, sports activities, trips, and excursions.</p> <p>To take on additional responsibilities as directed by the Headteacher and/or SLT link.</p> |
| Health and Safety | <p>Promote the safety and wellbeing of students and help to safeguard students’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy.</p> <p>Look after children who are upset or have had accidents.</p> <p>Administer first aid as appropriate</p> |
| Professional Development | <p>Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.</p> <p>Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.</p> <p>Take part in the school’s appraisal procedures.</p> |
| Personal and Professional Conduct | <p>Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.</p> <p>Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.</p> <p>Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.</p> <p>Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.</p> <p>Respect individual differences and cultural diversity.</p> |

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

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| Personal Qualities | <p>Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.</p> <p>Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.</p> <p>Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.</p> <p>Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.</p> <p>Respect individual differences and cultural diversity.</p> |
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