

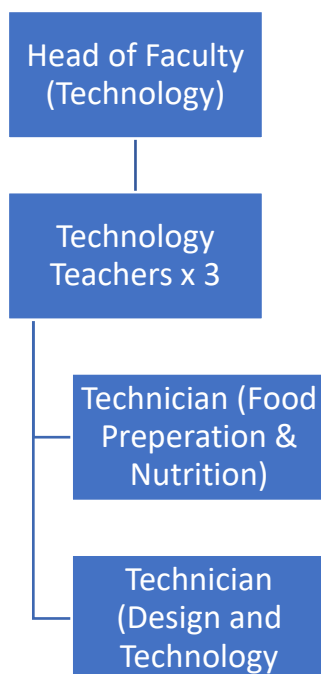
JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Schools/Education	Job Ref Number:
Service Area: Queen Elizabeth's High School	Grade: 5
Job Title: Technician (Design and Technology)	

PURPOSE OF JOB:

To support the teaching staff within the faculty by providing a practical and competent service through maintenance, preparation and provision of equipment enabling the school to progress in technical subjects.

TEAM STRUCTURE:



MAIN DUTIES:

1	To provide technical backup and to ensure operational efficiency for classroom activities. This will include care, cleaning and maintenance of services, apparatus, stores, equipment and designated work surfaces.
2	To be aware of current health and safety requirements, ensuring that safety standards are understood, met and maintained by those employees and students who are working with technical equipment.
3	Support students and staff in the use of equipment and apparatus.
4	To prepare a range of materials and set up machinery and equipment for design and technology lessons. This will include delivering, checking and returning stock from classroom back to storage and preparing audio/visual aids and teachings aids such as worksheets, plans and drawings for classroom project work.
5	Carry out weekly material and equipment checks, log all checks and report to Head of Faculty.

6	Construct and repair equipment, servicing equipment as required. Ensure equipment is safe to use.
7	Dismantle projects to reuse materials
8	Ensure safe storage of tools, equipment and materials.
9	Maintain the stock to meet requirements of the school. Maintain an inventory of stock and breakages and provide guidance for the purchasing of materials and equipment under the direction of the Head of Faculty.
10	With the agreement of the post holder and subject to qualifications held and the policy of the school, be a qualified first aider.
11	Review department policies, documents and curriculum requirements within the faculty and make recommendation which assist the efficient and effective use of resources within the school.
12	Attend meetings as required.

General

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Ensure an efficient and effective customer service to students, staff, parents and outside agencies.

Evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
NVQ Level 3 or equivalent relevant to the role	A,I	✓	
Knowledge of current Health and Safety Legislation and COSHH Regulations	A,I	✓	
Technical experience	A, I, T	✓	
Experience of working in a similar role	A,I		✓
Experience of working in a team.	A, I	✓	
Ability to work collaboratively within a challenging environment.	A, I	✓	
Ability to prioritise work and take timely and appropriate action.	A, T, I	✓	
Willingness to work in a flexible, proactive manner and as part of a team.	A, I	✓	
Ability to use initiative and seek positive solutions	A, T, I	✓	
Ability to work under pressure and maintain a sense of perspective	A, I	✓	

Proactive approach to work in order to work efficiently and effectively	A, I	✓	
Excellent planning and organisational skills showing ability to meet deadlines	A, I	✓	
Ability to contribute to wider school activities	A, I		✓
*A = Application form T = Test/Assessment I = Interview P = Presentation			