



Job Description & Person Specification

Design and Technology Technician



Job Title : Design & Technology Technician
Scale : Scale 3

Reporting Arrangements

Reporting to : Head of Technology
Accountable for : N/A

Job Purpose

- To support and maintain a successful Design and Technology Department and practical workshop area.
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Main Responsibilities

- To ensure that all materials/equipment are set up ready for practical lessons or demonstrations and that it is retrieved after use, accounted for and returned to store.
- To ensure that teaching areas and equipment are kept in a safe and tidy manner. This duty includes a daily check of all services to ensure correct operation.
- To undertake routine maintenance of general facilities and equipment and to report major faults to the Head of Department.
- To carry out stock checks, place requisition orders for goods using the Trust's financial system; receive, check, track orders and safely store goods when delivered.
- To ensure waste materials are disposed of in a correct and safe manner.
- To assist teaching staff in the running/supervision of individual practical sessions (i.e. GCSE assessments in the department).
- To maintain the department's filing system, this duty includes photocopying worksheets/resources as necessary and occasional cutting and laminating to produce masters. This duty also includes the drawing up of posters/charts and the arrangement of classroom displays.
- To be responsible for the maintenance of all CAD/CAM equipment ensuring compliance with Health and Safety procedures and regulations.
- To assist in the organisation of school visits with teaching staff. These visits would be associated with Design and Technology / 3D Design and if necessary to participate in such visits.
- To undertake such other duties related to the work of the department appropriate to the post as may be requested.
- The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974 and current Health and Safety legislation.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy

Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - | Open to change, to be flexible. |
| ➤ Courageous | - | Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - | Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - | Treat others fairly and equally. |
| ➤ Engaged | - | Involved/absorbed in your work, participate at all times. |
| ➤ Value | - | Add value to your role, your team and the Trust. |
| ➤ Enquiring | - | Have an enquiring mind, curious, improve and find solutions. |
| ➤ Motivated | - | Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ Encouraging | - | Giving/offering support and confidence to others, working together. |
| ➤ Navigator | - | Providing guidance, leading when necessary. |
| ➤ Tenacious | - | Perseverance, never giving up, whatever it takes. |

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent • Relevant qualification in Design and Technology subjects 	<ul style="list-style-type: none"> • Design and Technology Association (DATA) qualification and training in the use of band and circular saws, milling machines and centre lathes
Knowledge and Experience	<ul style="list-style-type: none"> • Experience and knowledge of safe usage, operation, serviceability, maintenance and correct application of a wide range of machinery, equipment, tools and materials, associated specialist tooling • Experience of engineering design and construction techniques/solutions • Comprehensive understanding of design and technology methodologies and practices • Up to date knowledge of engineering design, construction techniques and solutions • Prior experience in a similar role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with confidential information • Experience of working in similar manufacturing or engineering environment • Experience of working with CAD/CAM equipment
Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	

Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence
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