

CHARTERS SCHOOL

JOB ACCOUNTABILITIES

Job Title: Design Technology Technician	Job number / Grade Grade 3
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JOB PURPOSE

To assist subject teachers in the delivery of the curriculum in their specialist area by preparing the teaching area and equipment for students

SCOPE OF JOB (Budgetary/resource control, impact)

Review systems and procedures with a view to maximising efficiency.
Operates within a specialised subject environment such as a laboratory or workshop.
Works with a variety of materials, which require appropriate handling and application.
Involved in moving equipment/materials.
Will have contact directly with students and will be required to deal with them in a sympathetic manner
Will spend majority of working time standing and undertaking physical activities.
Due to the nature of the activities special attention must be paid to Health & Safety issues both for the environment and equipment/materials used.

POSITION WITHIN UNIT STRUCTURE

Reports to Head of Department

KNOWLEDGE, SKILLS & EXPERIENCE

Physically fit and able to lift heavy/awkward items.
Able to operate, maintain and repair a variety of specialist equipment
Must have manual dexterity.
Knowledge of specialist products relevant to the subject area
Supervisory skills
Able to remain calm in a busy, noisy environment.
Must relate to students sympathetically and be able to facilitate learning.
Develop and maintain knowledge of current developments in their specialist area.
Qualified to A level or NVQ 2 or equivalent by experience
First Aid trained or willingness to undergo First Aid training

JOB ACCOUNTABILITIES

Specialist area – DT:

In line with the instructions from the subject teacher prepare the specified materials and equipment in time for the specified lesson. This will include preparing more complex equipment/experiments to enable the teacher to demonstrate experiments safely or preparing materials for students to use during lessons.

Maintain sufficient supplies of materials, chemicals etc to enable teachers to deliver their lessons. This will include placing orders with suppliers and ensuring that items are purchased in a cost effective way.

Undertake regular checks of the more complex/sensitive equipment, ensuring annual maintenance/safety checks are completed.

Undertake daily cleaning of used equipment and maintenance. Undertake periodic cleaning of equipment in line with Departments timetable.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Under the direction of the subject teacher work with students in the classroom/laboratory/workshop supporting and encouraging their learning by explaining/demonstrating exercises/experiments etc.

Support school productions with creation of stage and scenery

Other:

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to the line manager immediately.

Undertake First Aid duties in line with qualification/training received and act in line with the school's accident/incident policy.

Attend all statutory training required to work within a school.

Take part in the school appraisal process.

To be aware of and follow all relevant school policies and protocols.

To participate fully in the life of the school community and to support its ethos.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the School will render the grade of the post liable for re-evaluation.

This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Post holder signature _____ Name _____ Date _____

Manager signature _____ Name _____ Date _____