



## JOB DESCRIPTION

<b>Job Title:</b>	Design and Technology Technician	<b>Department/Group:</b>	Technical Curriculum / Support staff
<b>Level/Salary Range:</b>	Grade E SCP 11-17	<b>Reporting to:</b>	Head of Department
<b>Contract term:</b>	Term Time Plus 5 Days	<b>Hours per week:</b>	Full Time

### Vision Statement

***"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:***

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

- To help in the provision of efficient and effective support to the Technology and Art department teaching staff

### Job Description:

#### Specific Duties:

- To work alongside the teacher in the classroom as and when appropriate. In order to provide technical support and assistance necessary for the safe and efficient delivery of the curriculum
- To work alongside supply/non-specialist staff to provide technical and specialist guidance when they are covering for absent Technology staff.
- To train alongside the teaching staff in order to operate all CAD, CAM and Kiln facilities in the departments so as to ensure its safe and efficient use in the curriculum
- To support the Head of Departments in providing training for new teaching staff on the safe use of specialised equipment in the Departments

#### Equipment:

- To ensure all equipment is working and used correctly
- To ensure all equipment is unpacked and stored securely and in accordance with Health and Safety requirements
- To be able to use all items of equipment which both departments use for woodworking, metalworking, plastic manipulation, reconstituting clay and electronics including drills, lathes, hearths, kilns, welding and extraction units.
- To be able to use the computer aided design, manufacturing and graphics equipment in the department
- To be able to use industrial gases including those in high pressure vessels
- Ensure the safekeeping of all pupils' work within the departments

#### Health and Safety:

- To ensure that all materials and equipment are used and stored in accordance with recommended Health and Safety guidelines, protocols and practices
- To undertake appropriate Health and Safety training and certification
- To ensure that work is done in a sensible and safe manner to protect themselves, pupils, staff and other users of the school
- To ensure relevant protective clothing is worn
- To ensure that exit routes are clear of obstructions
- To ensure that visitors to the department are supervised and accounted for
- To ensure that all accidents are reported correctly and records completed
- To ensure that keys are controlled and accounted for

#### General Maintenance:

- To ensure that all the equipment in the departments is regularly serviced (by nominated engineers where appropriate) and a service/maintenance schedule and log is maintained
- To ensure the general maintenance of store rooms and other work areas. Ensure that damage or any other relevant problems are reported as soon as possible to the Head of Department and Site Manager
- Maintain the displays of pupils' work both in the Art Department and around school

#### Stock Control:

- To ensure adequate stocks of materials are maintained and monitored

#### Cleaning Duties:

- To ensure that equipment, furniture, surfaces, floors and sinks are clear of waste and are clean and ready for use each day
- To ensure that equipment, furniture, surfaces, floors and sinks are clear of obstructions

Porterage:

- To be available for general lifting and carrying duties, within reason, as required by the department staff and to assist with equipment and furniture movement when necessary

Administration:

- To ensure that own attendance records are kept up to date and time sheets and absence requests are submitted to the Head of Department
- To ensure that any documentation is completed correctly

Customer Care:

- To effectively liaise with all users of the school premises so that everybody is treated with concern, consideration and care
- To take every opportunity to promote a favourable image to all users of the school premises

**Safer Recruitment Statement**

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All staff employed by the Bishop Fraser Trust are expected to:**

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

September 2023



## PERSON SPECIFICATION

	Design Technology Technician - CRITERIA	Essential / Desirable
<b>Work related circumstances – professional values and practices of The Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
<b>Personal Qualities</b>	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
<b>Professional Dispositions</b>	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
<b>Qualifications</b>	5 GCSE's or equivalent A* - C including Maths and English at C grade or higher	E
	Food safety level 2 or the willingness to work towards	D
	Evidence of learning beyond the workplace	D
<b>Experience Skills and Knowledge</b>	Evidence of ability to create a challenging and effective learning environment	E
	Experience of working with young people	D
	Experience of preparing and cooking food to recipes	D
	Experience of ordering online	D
	Ability to prepare demonstration kits for teachers to use when demonstrating practical activities	E
	Sound understanding of current issues relating to the subject	E
	Good time management skills and a high level of personal organisation to meet deadlines	E
	Good interpersonal and communication skills	E
	Good level of competency in using Microsoft applications (esp. Outlook, Word, Excel, PowerPoint)	E
	Ability to use the internet to order resources online	E
	Ability to keep expenditure within budget	E
	Sound knowledge and understanding of key finance principles	E
	Good levels of numeracy and literacy	E
	Good understanding of health and safety and COSHH regulations in relation to Design and Technology	E
	Understanding of classroom roles and responsibilities	E
	Driving licence (to be able to transport work to external exhibitions)	D

	<b>Design Technology Technician - CRITERIA</b>	<b>Essential / Desirable</b>
<b>Safeguarding of Children and Young People</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E