



Job Description

Post:	Engineering Technician
Salary Scale:	Cumbria County Council PCD5 Scale Point 6
Reporting to:	Senior Lead for Creative Subjects
Hours:	20 hours per week over three to four days Monday to Friday Term Time plus one week INSET [39 weeks]

Main Purpose:

To support the practical and technical aspects of the design technology curriculum by preparing, maintaining, organising and managing the resources and equipment required for healthy, safe, secure and exciting lessons to be carried out by staff and students.

To support the department in the planning, preparing and delivery of resources for lessons and to support students when necessary.

Duties:

Support for Pupils

- Use specialist skills, training and experience, support pupils in practical learning activities under the guidance of the teacher
- Advise and assist students carrying out complex individual practical activities

Support for Teachers

- To create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum
- Maintenance and analysis of records relevant to the specific curriculum area providing reports as required
- To contribute to the design, development and maintenance of specialist resources and long-term projects
- The provision of technical advice and support on health and safety issues to teaching and technical staff
- To assist in practical classes and carry out demonstrations
- Undertake clerical and administration tasks relevant to the specific curriculum area
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc
- Contribute to planning development and organisation of systems, procedures and policies
- Provide specialist technical support for the administration of routine exams and tests

- Contribute to the planning, development and organisation of systems, procedures and policies
- Provide specialist technical advice in the development of schemes of work.

Support for the Curriculum

- Monitor and manage stock and supplies for the specific curriculum area, within an agreed budget, cataloguing resources and carrying out audits as required; obtaining resources as required in accordance with MAT Finance Policy
- Maintenance of specialist technical equipment, checking for quality and safety, undertaking specialist repairs and modifications and liaising with outside agencies for other repairs to be carried out in accordance with school policy
- Demonstrate and assist others in the safe and effective use of specialist equipment and materials
- Carry out risk assessments for the technician activities
- Maintain a current knowledge of health and safety requirements, including attending courses as required
- Provide specialist advice and guidance as required
- Implement agreed programmes of work and practical activities under the guidance of teachers

Support for the School

- Be aware of and comply with policies and procedures relating to data protection, child protection, health and safety, copyright, security and confidentiality reporting all concerns to an appropriate person in accordance with school policies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning opportunities.
- Undertake any other duties, which may be regarded as within the nature of the duties, responsibilities and grade of the post defined.

Further Information

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Safeguarding Children

The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.

All posts in a school are deemed to have a high degree of contact with children and therefore you must inform us if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

An enhanced disclosure will be sought through the DBS as part of the pre-employment checking process.

Additional Information

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

Contracted Hours and Pay Scale

Please refer to the offer letter which will be provided at offer stage.



Person Specification

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Criteria	Essential	Desirable
Qualifications / Training / Competencies		
Relevant NVQ3 or equivalent, or three year experience in a relevant discipline	✓	
Good numeracy and literacy skills	✓	
Specific training in the specialist area		✓
Relevant Experience		
General technical/resource support in an appropriate environment	✓	
Experience in specific area related to post		✓
Relevant Knowledge / Awareness		
Effective use of ICT and other specialist equipment and resources	✓	
Use and maintenance of relevant equipment	✓	
Subject knowledge and knowledge of the relevant policies, codes of practice and legislation	✓	
Skills / Abilities	✓	
Ability to identify own training and development needs and the desire to cooperate with measures to address these	✓	
Ability to relate well to children and adults	✓	
Ability to be flexible with a proactive and positive approach		✓
Special Circumstances		
Occasional attendance at meetings outside normal hours.	✓	