



INSPIRATIONAL
Box Hill School

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

Summary of the role:	<p>Job Title Design & Technology Technician</p> <p>Location: Mickleham, Dorking, Surrey</p> <p>Reporting Line: Subject Leader of D&T Department</p> <p>Hours: 3 days per week (21 hours) term time only</p> <p>Salary: According to BHS Trust Scales</p>
Main duties and responsibilities:	<p>Your Professional Duties</p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School.</p> <p>You will need to take on this role in a professional manner. You will need to be flexible, willing in your approach, and energetic in your outlook, as we are a busy and active school.</p> <p>Specific Duties and Responsibilities</p> <p>School Aims:</p> <ul style="list-style-type: none"> • Supporting the implementation of the school aims and policies • Be prepared to take initiative • Undertake any reasonable duties required by your line manager. <p>Technician requirements:</p> <ul style="list-style-type: none"> • To help prepare, organise and maintain D&T resources, materials, and equipment in the teaching rooms and workshops. • Ordering, replenishing materials, organising, and making resources for lessons and be able to use excel and keep a budget sheet. • To service and maintain equipment and machinery in the D&T and workshops.

- To providing technical advice and assistance to teaching staff and pupils.
- To assist with display of work in the workshop, exhibitions and image of the week/Instagram to promote department.
- Practical assistance during lessons particularly examination groups.
- To be prepared to accompany curricular trips and visits.

Personal requirements:

- To be enthusiastic about the subject and sharing that with staff and students.
- To have a background in woodwork with a knowledge of plastics and metals.
- To be self-motivated and be a good communicator in terms of department requirements and willing to assist in developing new ideas for delivery.
- An interest in learning new technology: 3D printers; laser cutter.
- To be flexible and be able to adapt plans at short notice.
- To understand the health and safety requirements and best practice in D&T and which include regulations relating to COSHH, Health and Safety at Work Acts and Electricity at Work Regulations. Training will be facilitated where necessary.
- Experience of already working as a technician or working with young people would be desirable.
- Flexibility and adaptability as role may vary day to day.
- Keen to take accountability and understands responsibility of the tasks detailed above.

Additional Conditions:

- The post holder may be required to work outside of normal School hours on occasion, with due notice.

It is the posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Headmaster. The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Signed; _____ Date _____

Name _____

All job descriptions are subject to periodic review.

Design & Technology Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	BTEC/TEC Certificate or City and Guilds or ONC/OND or equivalent in appropriate workshop related subjects	<ul style="list-style-type: none"> • S12HS Essential Health & Safety for D&T Workshop Technicians • S1HS Wood sawing machines • First aid certificate
Experience	Minimum of 3 years relevant experience (including training).	Experience of similar post in a school.
Knowledge	<ul style="list-style-type: none"> • Knowledge of available materials, apparatus and equipment • Knowledge of relevant health and safety regulations 	<ul style="list-style-type: none"> • Knowledge of the organisation, aims and objectives of the school. • Knowledge of, or willingness to learn, applications of new technology in D&T workshops
Skills and Abilities	<ul style="list-style-type: none"> • Ability to assist in the provision of the safe and efficient daily running of technical services to the D&T department, use of resources and space. • Workshop skills in relation to hand and machine tools used in schools • Ability to construct teaching aids using basic workshop skills • Ability to lift and transport apparatus safely around the school • Ability to order and maintain stock levels and keep accurate records using excel (training may be given). • Ability to communicate effectively with pupils and persons at all levels. 	<ul style="list-style-type: none"> • Ability to work independently with a range of resistant materials • Ability to participate in the development of the department's practical and technical facilities • Ability to identify with teaching staff the technical support needs generated by curriculum development • Ability to provide basic first aid treatment for minor workshop injuries