

# **ST AUGUSTINE’S CATHOLIC COLLEGE**

#### JOB DESCRIPTION

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| **POST** | Design and Technology Technician |
| **GRADE** | E (£19698 - £20,493 pro rota, per annum) |
| **HOURS OF WORK** | 30 hours per week, term-time only |
| **LINE MANAGER**  **REVIEWED** | Head of Department  April 2021 |

**PURPOSE OF ROLE**

The Design and Technology Technician is responsible for providing the technical and general support necessary to assist teaching and learning within the Design and Technology subject area.

### MAIN DUTIES

• Developing high-quality practical resources for teachers.

• Managing the DT prep room to ensure timely resources are provided and health and safety standards are upheld.

• Assisting teaching staff with classroom practical lessons by preparing equipment and materials.

• Helping pupils with their practical work when required.

• Maintaining awareness of the safety issues of the work both from a personal view point as well as the practical tasks performed by pupils and teachers.

• To operate an efficient system for stocking storing, transporting and distributing assigned items used in the department.

• Preparing class materials for teachers and pupils.

• Keeping up to date records of stock.

• Ensuring the availability of suitable materials and equipment by helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.

• Constructing and / or modifying simple teaching aids in all departmental areas as needed.

• Taking responsibility for the repair and maintenance of all machinery, hand tools, utensils and equipment within the faculty including safety equipment and liaison with Estates Management and external maintenance staff as necessary.

• Taking responsibility for the maintenance of all DT rooms and for advising the Head of Department of any improvements needed in order to be compliant with CLEAPPS.

• Cleaning and maintaining the good order of all equipment and working areas in workshops, food rooms and storage areas in line with health and safety standards.

• Providing technical advice and support on health and safety issues to teaching and technical staff.

• Ensuring the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.

• Ensuring the health and safe storage and accessibility of equipment and materials.

• Ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

• Contributing to Audit updates on an annual basis.

• Any other agreed duties appropriate to and commensurate with the post.

**Person Specification – Design and Technology Technician**

**Qualifications and experience**

* Studied to a minimum standard of GCSE (grade A\*- C) or equivalent, in English and

Maths.

* Proficient in the use of a range of CAM equipment and CAD software.
* Knowledge and experience in the use of and routine maintenance of workshop machinery, hand tools and a range of materials.
* Appropriate First Aid training or willingness to undertake.
* Attention to detail and accuracy
* Ability to plan, organise and prioritise

**Knowledge and skills**

* Knowledge of safe workshop working procedures and the ability to quickly recognise potential health and safety hazards and to take appropriate action.
* Ability to build and form good relationships with colleagues and students.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Ability to tackle the physical demands of working in a workshop environment.
* Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers / contractors.
* Good standard of numeracy and literacy skills.
* Ability to ensure that levels of equipment and materials are at appropriate levels and suitably stored.
* Ability to use office computer software including word-processing, spreadsheet, database and internet systems.

**Personal Qualities**

* Initiative and ability to prioritise one’s own work.
* Able to follow direction and work in collaboration with line manager and colleagues.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Support for the Catholic and Lasallian ethos of the College.