

Job Description

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| Job Title | Technician (Design Technology) | School | Summerhill School |
| Name | | | |
| Grade | Grade 4 | Salary | Points 5 - 6 |

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| Reports To | Mr Peter Harrold, Head of Design Technology Mrs Vicki Poole, Business Manager |
| Development Review | |
| Responsible For | None |

Main Purpose of the Job:

Under the instruction/guidance of Head of DT to co-ordinate the use and maintenance of practical resources and facilities. To provide assistance and advice in meeting the practical needs of Design Technology and Construction. This may involve preparation of resources, constructing and modifying apparatus, together with assisting in demonstrations.

To support and contribute to projects across the school.

Main Activities

Supporting Teaching and Learning:

- Support students in accessing learning activities under the guidance of a teacher.
- Provide feedback to students in relation to progress and achievement.
- Create and maintain a purposeful and orderly and productive environment.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested.
- Ensure health and safety and good behaviour of students at all times.
- Administer routine tests and invigilate exams.
- Provide clerical/administrative support.
- Monitor and manage stock and supplies, including the sale of resources and undertake cataloguing as required.
- Assist in the preparation of orders as required.
- Checking deliveries and reporting discrepancies.
- Maintenance of specialist equipment, check for quality/safety, undertake repairs within

own qualifications and report other damage/needs.

- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Undertake technical support for structured and agreed learning activities/teaching programmes.
- Report all equipment faults to either Mitie or the school's purchasing department to action a repair / replacement.

Support for School / Services:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, eg Clubs, extra-curricular activities.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

Special Conditions

37 hours per week – 41 weeks per year (2 weeks are to be worked during school holiday periods)
The post is subject to enhanced DBS clearance.

Car Allowance

Travel expenses relating to school business will be paid in accordance with the school's policy. (See STIF)

Prepared By

Mrs V Poole – Business Manager

Date

September 2019

Signed: (Post Holder)

Date: