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'Be the best that you can be'

## HURSTMERE SCHOOL

[NAME]

Job Description for:

Design and Technology Technician

Post:

Head of Department

Accountable to:

### All staff at Hurstmere School are expected to:

- actively contribute to the School's culture and ethos of high ambition and achievement;
- live our common values of Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief;
- make a commitment to achieving the highest possible standards in all areas of their work;
- uphold the staff charter;
- be committed to maintaining a safe and secure environment for all pupils and a "culture of vigilance" to safeguard and protect all in the School's care.

### Core Purpose

To maintain the Technology teaching and stock rooms to ensure a safe, clean and orderly environment in which teaching can take place and support teaching staff.

### General Responsibilities

- Regularly checking, testing, cleaning and maintaining equipment as necessary or as requested by the Technology staff and as per the School's current guidelines;
- Keeping regular records of all such checks;
- Organisation of tools and small equipment;
- Cutting of pupil's work from cutting lists as required;
- Assisting with duplicating and photocopying;
- Keeping materials and consumables well organised and stocked;
- Maintaining a list of the level of stock and replace in consultation with the Head of Technology;
- Updating and maintaining an inventory of equipment in the department;
- Being aware of Safety legislation and risk assessment and update COSHH register as required;
- Assisting with displays within the department as required by teaching staff;
- Cataloguing and keep in good order books, videos and other resources;

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- Being environmentally aware and maintain the ethos of the department through the policy of reducing, reusing and recycling;
- To assist with the end of term cleaning and tidying.

#### **To be Undertaken on a Daily Basis**

- To carry out the Equipment Maintenance Schedule, as per the Department Handbook;
- To check hand tools and machines for breakages and fit new blades etc;
- To check extractor is working. Weekly or as required;
- To assist with the organisation and storing of students' practical work;
- To assist with photography and digital recording/organisation of students' work as required;
- To prepare models, jigs and other aides;

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties and the post holder will be expected to undertake other duties considered commensurate with the role.

Duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of Hurstmere School will be expected to comply with GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

#### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

- Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title and in order for the school to meet its statutory and general obligations regarding service provision.

There will be a full review of all job descriptions during the Summer term 2022.

Principal: .....

Member of Staff: .....

Date: .....

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November 21