

Job Description

Design Technology Technician (part time)	The Cumberland School
Admin and Technical	Community Schools Trust
Pay Scale: APT&C 3	January 2020

Community Schools Trust (CST) is committed to safeguarding and promoting the welfare of children and young people in our school and expects all staff and volunteers to share this commitment.

Overall Purpose of Job

Under the direction of the Head of Technology the Design Technology Technician will provide technical support and resources to the department; will maintain equipment and resources and ensure compliance with issues relating to Health and Safety.

Job Context

- To prepare and maintain equipment and teaching areas for specialist classes.
- To ensure a safe environment.
- To support teachers in practical classes.
- To help students to gain the most from learning experiences.
- To carry out administrative and other tasks related to the smooth running of the department.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Supporting Staff and Liaison

- Work closely with teaching and support staff to support their requirements.
- Liaise with outside suppliers and agencies.
- Assist teachers in the delivery of design technology lessons.
- Support staff in using tools, equipment, processes and materials, in order to assist learning in the classroom.
- To support the creation and maintenance of displays in and around the department.
- To help run extra-curricular activities.

Supporting students

- Support students with the selection and use of tools, equipment, processes and materials.
- Provide advice during lessons.
- Deal with, or report as appropriate, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.
- Demonstrate the use of equipment, tools and processes to individual and groups of students.

Managing Equipment

- Maintain and repair tools and equipment.
- Prepare materials.
- Keep an up-to-date inventory of tools, equipment and materials.

- Organise the annual machine maintenance and safety inspections.
- Keep a log of any faults and repairs carried out.
- Order stock and equipment as advised by the Teacher in Charge of Design Technology.
- Check deliveries and distribute stock to the required areas.
- Maintain well organised and efficient preparation and storage areas.

Health and Safety

- Undergo basic First Aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Head teacher or his representative on all issues to do with health, safety, welfare and child protection.
- Report any misuse of tools, equipment and materials and incidences of misconduct.
- Remove from use any equipment that is deemed unsafe.
- Provide ongoing advice on the recommended health and safety guidelines for the Design Technology department.
- Ensure that all students follow the correct health and safety procedures, e.g. wear the correct protective clothing.

General

- To follow all requirements and initiatives as directed.
- To comply with relevant data protection legislation.
- To demonstrate a commitment to safeguarding and the welfare of children and young people.
- To demonstrate a commitment to inclusive education and equal opportunities.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To establish effective working relationships and set a good example through personal presentation and professional conduct.
- To maintain evidence to support the performance management process, evaluating and improving own practice.

Person Specification

Design Technology Technician (part time)	The Cumberland School
Admin and Technical	Community Schools Trust
Pay Scale: APT&C 3	October 2014

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this person specification are all applicable to the job. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Understanding of the requirements of the job Knowledge of basic computer software including Photoshop and Illustrator Understanding of what constitutes a safe school culture Understanding of health and safety requirements	Application form Application form/interview Interview Interview
QUALIFICATIONS: Good basic GCSE (or other relevant) passes in English and maths	Application form/certificates
EXPERIENCE: Experience of working with machinery Experience of working in an educational environment desirable but not essential	Application form/interview Application form/interview
SKILLS: Ability to undertake routine safety checks on machinery Ability to use woodworking machinery with confidence Ability to learn new software to support in lessons Ability to deliver high standards of accuracy and attention to detail Ability to work collaboratively Excellent communication skills, both written and oral Ability to develop good working relationships with a range of people Ability to successfully manage a varied workload and meet multiple tight deadlines A commitment to equality of opportunity and inclusive education Excellent IT skills	Interview Interview interview Application form/interview Interview Application form/interview Interview Interview Interview Interview
PERSONAL STYLE AND BEHAVIOUR: Ability to demonstrate a professional approach to appearance, attendance and punctuality Ability to demonstrate and exercise confidentiality and discretion at all times where appropriate	Interview Interview

CRITERIA	METHOD OF ASSESSMENT
OTHER SPECIAL REQUIREMENTS: Willingness to work outside of normal working hours by mutual agreement on infrequent occasions	Interview