The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Design Technology Technician** |
| **Reporting to** | **Head of Department – Design & Technology/ Assistant Headteacher** |
| **Job Purpose** | To provide specialist technical and administrative support predominantly working within the Design Technology Faculty.  |
| **Practical requirements** | * Preparation, manufacture, assembly setting up, checking and issue of materials, components, machine, tools and equipment
* Checking and monitoring before and after use in line with current COSSH regulations
* Checking equipment, keeping all tools in good order, sharpen and set when necessary and carrying out routine maintenance ensuring that health and safety standards are met
* Setting up, checking and issuing equipment for use in lesson activities
* Retrieving and clearing away equipment and pupils’ work at the end of teaching periods
* Disposal of waste, including chemical and flammable waste, in accordance with HSE Regulations and current waste management policies
* Prepare and construct demonstration models for the curriculum
* Delivering demonstrations of the equipment and machine tools where necessary
* Support the teaching of practical aspects of Resistant Materials and Food Technology
* Checking and updating resources maintaining records
* Aiding the practical Hair & Beauty and Food facilities as directed by the Head of Department. Overseeing laundry and storage facilities
 |
| **Maintenance** | * Organising safety checks and repairs on small and large equipment, using outside contractors where necessary
* Controlling all maintenance and monitor servicing of the workshop machines and equipment
* Ordering all materials and stationary for the department
* Storing of equipment, machines and materials, including chemical and flammable substances in accordance with HSE Regulations, maintaining clear precise records
* Providing safety advice to the department including maintenance and update of hazard information
* Preparation, review and update of all department risk assessments
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| **Organising and managing practical resources** | * Supporting coordination of the use of resources within the faculty
* Ensuring that appropriate stock levels are maintained and stock checks are routinely carried out
* Liaising with teaching staff to ensure the right materials are stocked and prepared
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| **Development** | * Contribute to the design and development of practical activities
* Trial practical activities with feedback to the faculty
* Involvement in discussing and planning the practical requirements of the curriculum as required
* Support the teaching of pupils within the workshops
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| **Other duties** | * Opening rooms, check heat, light and power provision
* Undertaking first aid training and duties such as checking first aid equipment and replenish when necessary
* Undertaking fire marshal training and duties
* Driving school mini bus
* Preparing and photocopying resources and display materials
* Ensuring use of protective clothing and equipment as may be required
* Maintaining and operating an efficient filing system updating on a continuous basis
* Maintain building operations and overseeing any repairs and that may be required to equipment or machinery
* Guiding and assisting maintenance visitors to the hub and reporting any information to Head Of Department and Group Estates Manager
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the Academy’s Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Promote the area of responsibility within the Academy and beyond
* Represent the Academy at events as appropriate
* Support and promote the Academy ethos
* Undertake any other duties and responsibilities as required that are covered by the general scope of the post
* Undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, and Headteacher.
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The job description will be updated as required in consultation with the post-holder.

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| **Education and qualifications** | **Essential*** Educated to at least GCSE level

**Desirable*** Health and safety qualification
* Awareness of COSSH, HSE Regulations
* City & Guilds Craft/NVW Level 3 in any Construction/Craft trade
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| **Experience** | **Essential*** Previous experience in a similar role or working with machinery
* ICT literate

**Desirable*** Practical site experience
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| **Knowledge** | **Essential*** Wood working skills, basic electronics, maintenance of machinery and preparing materials

**Desirable*** Knowledge of the particular issues relating to a school environment
* A knowledge of the catering industry to support pupils work in this area
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| **Skills and abilities** | **Essential*** Ability to organise and prioritise a demanding workload
* An enthusiastic and positive attitude to construction technology
* Ability to use own initiative in undertaking tasks
* Flexible approach to working arrangements
* Self-motivated and hard working
* Ability and willingness to work in a team
* Ability to work with and motivate children
* Pleasant, outgoing manner
* Excellent communication skills
* Excellent attendance record
* Excellent time-keeping
* Interest and proven record in continuing professional development
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