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| **Loxford School Trust** |  |

**Design and Technology Technician - Job Description**

# Responsible to: Curriculum Team Leader- Design and Technology.

**Responsible for:** Responsible to Curriculum Team Leader of Design and Technology as a member of a team primarily providing technical support to the Department of Design and Technology, but working flexibly across the school as a member of the Support Staff.

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Support Staff, commonly bound in the service of the needs of the school and the further development of Loxford School School as reasonably required under the direction of the Headteacher.

## Duties and Responsibilities

1. General maintenance of all Design and Technology equipment and facilities, reporting and/or fixing faults by agreement with the Head Design and Technology and/or caretaking staff or Assistant Headteacher as appropriate.
2. Preparing, maintaining, setting up and clearing away assigned apparatus for safe, secure and effective use in practical activities across the school but with particular reference to the Design and Technology Department.
3. Basic construction, repair and modification of Design and Technology apparatus as competent to do so within health and safety guidelines. Co-operating with teaching and other support staff in the development of such equipment for use in practical activities across the school, including that required for whole school events.
4. Responsibility for the safe, secure storage and security marking of equipment, materials and apparatus as required, including, as appropriate, during vacation periods.
5. Ensuring functional operational use of equipment assigned in the Department, including electrical testing, notifying the Head of Design and Technology of any shortages or faults and re-ordering or repairing as directed or required.
6. Maintenance of the Department inventory of Design and Technology equipment, including the disposal of dysfunctional or dangerous equipment in accordance with established Health and Safety guidelines and inventory policies in consultation with the appropriate authorised colleagues.
7. Responsibility, as reasonably assigned, for the setting up and operation of Design and Technology equipment for use in practical assessments or examinations, or agreed whole school events, including, as necessary, reasonable amendment to normal working hours as directed by the Head of Department or other authorised person.
8. Assisting and where appropriate training, the teaching staff in the delivery of the curriculum or related activities, ensuring safe procedures are followed in all situations.
9. Assisting the teaching staff in the choice, procurement and receipt of delivery of all assigned equipment in a manner consistent with School policies and Best Value.
10. To undertake such training as may be offered to ensure effective and safe execution of duties.

**Conditions of Service and Hours of Work.**

Reporting to the Line Manager, Head of Department the postholder is expected to work flexibly, broadly equivalent to a within a 36 hour week taken across a full year, with normal working hours from 8.20a.m. to 4.12 p.m. term time with a 40 min break normally taken outside the school lunchbreak. Variations to these times may be made by agreement. e.g. for in service training or community liaison etc.

There is an annual leave entitlement in line with national guidelines and such leave may only taken within school vacation time.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

Signed: (Post Holder) ................................................. Date: ..........

Signed: (Headteacher) .................................…………….. Date: ..........…