



The Carlton
Academy

Design and Technology Technician

Location:	The Carlton Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6 £17,496 - £19,312 pa (fte) Actual salary paid £14,737 - £16,2666 (pro rata)
Hours of Work:	37 hours per week, term time only
Responsible to:	Head Design Technology
Post Objective:	To provide efficient and effective technical service to the Design and Technology faculty in the delivery of the national curriculum within the academy's classrooms.

Main Duties and Responsibilities:

Organisation & Support - Staff

- Organisation of support systems for Design and Technology teaching at Key Stage 3, 4 and 5 in liaison with the Head of Design and Technology subject areas.
- Liaison with teaching staff to review and modify systems as necessary.
- Attend relevant meetings.
- Liaison with technicians from other schools and relevant support groups.

Organisation & Support – Resources

- Liaison with Head of Department over capitation allowance for Design and Technology. Budget planning, control and ordering to maintain adequate stocks of equipment and materials. Liaison with suppliers for quotations and requisitions.
- Operation of systems for storing, stocking, transporting and distributing items for use in the Design and Technology curriculum.
- Maintenance of necessary records – financial, legal, etc.
- Organisation of all necessary repairs and maintenance of Design and Technology equipment, either “in-house” or through liaison with suppliers. Liaison with Site Team for maintenance of fixtures and fittings. Providing advice on improvements to facilities.
- Disposal of equipment and waste materials as necessary.
- Preparing equipment and material for examinations.

- Provide relevant technical support on request to other areas of the school if and when demands from Design and Technology permit.

Health and Safety

- Implementing Health and Safety legislation and procedures.
- Keeping up-to-date with relevant regulations and procedures (COSHH etc.) and passing information to teaching staff as necessary.
- Inspection, maintenance and correct use of safety equipment.
- If trained, first aid treatment for minor injuries. Liaison with school Health Care Assistant.

Technical Advice and Assistance

- Preparation of equipment, materials and rooms required for demonstrations, examinations and practical work in Design and Technology lessons, including dismantling and storage after use.
- Provision of technical advice to teachers and pupils as appropriate.
- Construction and development of new teaching aids and equipment.
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.
- Short-term, emergency cover of pupils/classes during an immediate emergency (5-10minutes).

Additional Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.
- Provide first aid support as required (training will be provided).

General

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- Participate in training and other learning activities and performance development as required.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: