

The Westgate School

Job Description

Design & Technology Technician

Responsible for : Supporting the Technology department in delivery and development of the subject

Responsible to : The Head of Faculty as functional line manager and the Business Manager as managerial line manager

Main purpose of the job

To provide administrative and practical support service to the Technology team

Main job functions. The post holder will effectively:

- Be responsible for the general maintenance and upkeep of tools and machinery
- Keep an accurate update of departmental resources
- Order equipment and resources as required or purchase where necessary, understanding the curriculum need
- Assist in class with the delivery of practical lessons including preparation and clearing up
- Demonstrate safe use of machinery
- Develop and update department risk assessments
- Develop and upkeep displays within the department
- Ensure the general cleanliness of the workshop
- Assist with trips and pupil courses
- Support any extracurricular activity where required
- Assist with whole school events, such as sports day, community events etc
- Be prepared to support in class under the direction of the Head of Faculty
- Photocopying and general administrative duties
- Undertake any training necessary to be competent with the equipment in the department
- Any other task that may be assigned which is within the skills and ability of the post-holder
- Any other duties as directed by the Headteacher, commensurate with the grade of the post.

• Personal Responsibilities. The post-holder will effectively:

- Implement school and department policies including those relating to Race Equality, Equal Opportunities and Health & safety.
- Attend training and meetings as necessary to remain fully informed about developments in the relevant curriculum area and to function successfully as a technology technician
- Play a full and active part in activities related to the continuing improvement and prosperity of the school

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2019) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.