

## JOB PROFILE

|                               |  |
|-------------------------------|--|
| <b>Job title:</b>             | Design and Technology Technician   |
| <b>Reporting to:</b>          | Head of Department and Director of Study   |
| <b>Grade / Salary</b>         | Grade 3, Point 14 £14,095 to Point 18 £15,042 per annum  |
| <b>Working hours / weeks:</b> | 35 hours per week 39 weeks per annum with 30 minutes lunch per day 8.00am to 3.30pm (Monday to Friday) |
| <b>Core purpose:</b>          | Flexible working to support and benefit the student body to work in the Technology Department          |

### Generic responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests.

### Main responsibilities:

- To undertake the tasks of Technology Technician as directed by the Director of Science & Technology and Head of Technology, while maintaining the Technician's workshop.
- To keep a check on stocks of materials and place orders when required for the department.
- To prepare materials, tools and equipment required for KS3 and KS4 modules and the individual requirements of Sixth Form students.
- To help support staff in the preparation of their lessons resources and the presentation of their classrooms.
- To sharpen and maintain all hand tools, and advise the Head of Department when tools need sending away for sharpening, repairs or replacement.
- To service, maintain and document maintenance of workshop machines, equipment and facilities where appropriate and liaise with the Site Manager to facilitate the testing of the same by external agencies.
- To work with individual students or small groups of students as required by the Head of Technology.
- To check off all deliveries and initial all invoices for Director of Study.

- To help uphold a safe and suitable working environment updating and maintaining workroom systems where required, liaising with the site manager where appropriate.
- To manufacture jigs, aids and resources within the faculty for practical lessons.
- Any other duty requested by the Head of Department following consultation.
- To assist the department with routine safety checks, risk and COSHH assessments.
- The holder of the post will be expected to attend training courses as seen fit.
- The holder of the post must have a safety certificate for all machinery used in the course of his/her duties.
- Support the School's reward system by participating in trips, visits etc. Accompany teaching staff and students on educational visits as required.
- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures.
- To be a role model for students including one's own dress, language, time keeping and personal demeanour that supports rather than contradicts the schools rules and policies re: school uniform, body piercing et al. Health and safety guidance must be adhered to and encouraged when using tools and machinery within the Design and Technology department.
- To be available and trained in First Aid to support both staff and students within the department.
- Undertake any other duties, which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. Any changes of a permanent nature will be incorporated into the job description in specific terms, following consultation with the post holder.
- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

**Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

**Core Values:**

|                          |   |
|--------------------------|---|
| Respect for individuals: | We work together to create a culture based on trust, respect and dignity.   |
| Integrity:               | We are open, honest and direct in our dealings.   |
| Collaboration:           | We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives. |
| Continual improvement:   | We are a learning organisation that strives always to 'make our best better'.   |
| Accountability:          | We hold ourselves accountable and take ownership.   |

### PERSON SPECIFICATION

| <b>Role:</b> Design and Technology Technician |  | E/D | A | I |
|---|--|-----|---|---|
| <b>Qualifications and Training</b>            |  |     |   |   |
| 1   | Possession of appropriate and up-to-date certificates for centre lathe, cross cutter, pillar drill, band saw, tool grinder, planer, circular saw and any other relevant qualifications appropriate to this role, including training for the use of CAD/CAM machines. | D   | ✓ |   |
| 2   | Possession of an up-to-date first aid qualification.   | D   | ✓ |   |
| <b>Experience</b>                             |  |     |   |   |
| 3   | Experience of undertaking a range of design-related tasks.   | D   | ✓ | ✓ |
| 4   | Previous experience of working in a workshop environment.  | D   | ✓ |   |
| 5   | Be able to change and use the electronics systems such as the PCB etch tank.   | D   | ✓ | ✓ |
| 6   | Be able to service and change the extraction system.   | D   | ✓ | ✓ |
| 7   | Experience in working with and maintaining a range of workshop hand tools and machinery  | E   | ✓ | ✓ |
| 8   | Experience in with working with young people.  | D   | ✓ |   |
| <b>Knowledge and understanding</b>            |  |     |   |   |
| 9   | Knowledge of CNC machines (CAD/CAM).   | D   | ✓ | ✓ |
| 10  | Knowledge of Health & Safety legislation as it relates to work of a school.  | E   | ✓ | ✓ |
| 11  | Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.   | E   | ✓ | ✓ |
| 12  | Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.  | E   | ✓ | ✓ |
| 13  | Knowledge of a range of design and manufacturing techniques.   | E   | ✓ | ✓ |
| <b>Skills and abilities</b>                   |  |     |   |   |
| 14  | Ability to maintain a range of tools and equipment.  | E   | ✓ |   |
| 15  | Ability to prepare equipment and materials for lessons, as requested by the teaching staff.  | E   |   | ✓ |
| 16  | Ability to work in an organised and methodical manner.   | E   |   | ✓ |
| 17  | Ability to identify work priorities and manage own workload.   | E   |   | ✓ |
| 18  | Ability to establish positive relationships with students, including those with special educational needs, to be approachable and supportive with curriculum work.   | E   | ✓ |   |
| 19  | Ability to maintain accurate work records and maintain inventories.  | E   |   | ✓ |
| 20  | Ability to work effectively as part of a team.   | E   |   | ✓ |
| 21  | Ability to demonstrate commitment to Equal Opportunities   | E   | ✓ |   |
| 22  | Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.   | E   | ✓ |   |
| <b>Personal attributes</b>                    |  |     |   |   |
| 20  | A positive 'can do' approach to work   | E   |   | ✓ |
| 21  | Able to remain calm and in control in stressful situations   | E   |   | ✓ |
| 22  | Warmth, confidence and the ability to empathise with others  | E   |   | ✓ |
| 23  | Able to be flexible with hours of work at times of pressure  | E   |   | ✓ |
| 24  | An ability to create parental engagement with key aspects of school life   | E   |   | ✓ |

**KEY:** ✓

|          |                              |
|----------|------------------------------|
| <b>E</b> | Essential                    |
| <b>D</b> | Desirable                    |
| <b>A</b> | Assessed by Application Form |
| <b>I</b> | Assessed by Interview        |

**Date:** February 2019