**Trinity School, Sevenoaks**

**Design & Technology Technician Job description & Person Specification**

Job Title: Design & Technology Technician

Responsible to: Head of Design & Technology

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Specific Responsibilities**

**Main Purpose**

The Design and Technology Technician reports to the Head of Design and Technology and has the responsibility of assisting teaching staff in providing students at Trinity School with a relevant, safe and effective Design & Technology experience whilst ensuring high levels of achievement.

* Carry out day to day maintenance of equipment and tools in the workshop and classroom areas in accordance with Health & Safety requirements.
* Arrange for non-scheduled repairs/maintenance as agreed with the Head of Department.
* Ensure hand tools are kept in optimum condition and stored correctly.
* Empty and clean the dust extraction filters as required by the manufacturer.
* Ensure all statutory inspections are completed and implement remedial work as required in liaison with the Head of Department.
* Assist the teaching staff in maintaining Health and Safety documentation for the department.
* Maintain storage areas in a clean and tidy condition and keep all classrooms organised and free from hazards.
* Prepare materials/tools and equipment prior to lessons and assist with clearing away following lessons.
* Assist class teachers with lessons as requested and provide technical support where required.
* Be proficient in the operation and maintenance of workshop equipment.
* Stocktaking and ordering of materials and equipment.
* Attend training as required to carry out work safely.
* Provide support for Art & Textiles as required and agreed with the Head of Department.
* Ensure, alongside teaching staff, that all equipment is locked and secure when not in use.

**General**

* Assist with organisation of trips and Annual Technology Exhibition
* Assist teaching staff in promoting and raising the profile of D&T within and outside school
* Support the development and delivery of Computer Aided Design & Manufacture in D&T
* Work alongside Design Technology teaching staff to demonstrate skills and techniques to students to meet curriculum requirements.
* Assist staff in the production and updating of Design Technology displays within the School.
* Work as part of a team with the Design and Technology department assisting each other as and when required

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * 3 GCSE’s including Maths and English | * Level 2 IT qualification or equivalent |
| **Experience** | * Experience of Design and Technology | * Experience of working as a school Design & Technology Technician * Experience of supporting pupils in a classroom environment * Experience of using CAD (Illustrator/Fusion 360/OnShape) |
| **Knowledge** | * Responsible and conscientious approach to Health and Safety * Good subject knowledge of Design and Technology | * Knowledge of relevant codes of practice * Experience of working to CLEAPSS and Design & Technology Health and Safety regulations |
| **Skills** | * Strong oral, written communication and numeracy skills * Ability to work independently and use your initiative to pre-empt further issues * Confident and competent use of ICT * Ability to prioritise effectively * Meticulous approach to record keeping * Excellent organisational and time management skills * Ability to follow instructions but make good judgements and lead when required * Ability to solve problems and make decisions * Willingness to learn new systems and establish new procedures | * Training in first aid |
| **General/**  **Personal Qualities** | * General passion and a belief in the potential of every pupil * Calmness under pressure * Helpful and positive * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….