

Design Technology Technician Job Description

Reporting to: Head of Design Technology
Salary Scale: NJC Grade D2 Point 4-11

Purpose:

The Design Technology Technician is responsible for:

- Ensuring that a safe, effective and efficient workshop I service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the DT department.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

Main Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Operational:

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Organise and monitor their workload to meet departmental and cross-curricular needs including cover for absences, delegating tasks appropriately.
- Ensure that staff in the DT department/s are aware of and comply with all health and safety requirements and other relevant regulations.
- In discussion with the head of DT and the line manager, organise and put in place contingency plans to meet the needs of the DT department/s in the event of emergencies such as absence, power cuts or equipment failure.
- Work collaboratively with the Head of DT to ensure the department is well resourced, organised and developed to meet the performance standards required by the DT department/s.
- Liaise with the head of DT in order to put in place requirements for practical school and public examinations.
- Coordinate the putting up and maintenance of appropriate classroom and corridor displays within the DT department/s.
- Ensure that equipment is in good working order and that classroom, workshops areas and storerooms are in a clean, safe and orderly condition.
- Ensure the cleaning and maintenance of equipment and sinks.
- Under the guidance of the head of DT and the line manager, hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
 - Actively leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
 - Keeping up-to-date with current procedures and practices through continuing professional development.
 - Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
 - The safe storage and accessibility of equipment and materials.

- Work collaboratively with the Head of DT to maintain specialist resources and/or long-term projects, and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including:
- Stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
- Monitoring, controlling and maintaining financial records of departmental expenditure.
- Ensuring the availability of suitable materials and suggesting alternatives for suitability, sustainability and economy.
- Undertaking the lead role within the department/s on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- Carry out and update risk assessments in accordance with school policies.

Personnel:

- Establish and maintain good relationships with all staff, students, visitors, suppliers, and contractors.
- Maintain their attendance and training records.

Administrative:

- Ensure that all administrative duties, checks, and documentation are completed to the required level of accuracy, including returns and reports.
- Source suppliers applying best value principles.
- Work collaboratively with the Head of DT to ensure that financial procedures and activities are carried out within the department/s in accordance with school policies and procedures.
- Complete equipment and stock inventories as required.

General:

- Attend school events as required.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Keep up to date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

Person Specification

Essential	Desirable	Evidence
Qualifications and experience		
<p>Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics.</p> <p>BTEC/TEC Certificate or City & Guilds or equivalent qualification/s in appropriate workshop subjects.</p> <p>Relevant experience of working within a workshop or similar environment including diagnosing and solving problems with equipment/tools (at least two years).</p>	<p>Further or higher education qualification relevant to the field.</p> <p>Certificate for testing electrical equipment.</p> <p>Experience of working in a school or similar establishment.</p> <p>Experience of training staff.</p> <p>Experience of using CAD/CAM software applications.</p> <p>First aid qualification or willingness to gain one.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Knowledge and skills		
<p>Ability to build and form good relationships with colleagues and students.</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</p> <p>Ability to absorb and understand a wide range of information.</p> <p>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</p> <p>Good standard of numeracy and literacy skills.</p>	<p>Working knowledge of national requirements regarding curriculum delivery of design and technology.</p> <p>Working knowledge of behaviour management strategies.</p> <p>Working knowledge of completing risk assessments.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
-----------	-----------	----------

<p>Good working knowledge of a range of ICT software, hardware and other resources.</p> <p>Can proficiently use computer software including word-processing, spreadsheet, database and internet systems.</p> <p>Working knowledge of relevant policies, procedures, regulations/legislation e.g. health and safety and COSHH.</p> <p>Working knowledge of maintaining and repairing workshop tools and equipment.</p> <p>Ability to work independently with a number of resistant materials.</p>		
Personal qualities		
<p>Able to show initiative and to prioritise one's own work even when under pressure.</p> <p>Able to follow direction and work in collaboration with her/his line manager.</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations.</p> <p>Efficient and meticulous in organisation.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and its whole community.</p>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>