Sandwich Technology School



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| **Role Title** | Creativity/Design Technology Technician |
| **Job Purpose** | To provide a comprehensive technical service to teaching staff in both the Creative and Design and Technology Departments as directed by respective Head of Departments. |
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| **Principal Accountabilities** | * To prepare resources, as requested, in a clean, safe and working condition for use by teachers and pupils. * To see that the working areas are kept clean and tidy and in a safe state. * Keep all instruments, resources, machines and tools maintained. * Operate CAD CAM equipment. * To monitor and maintain stock levels of equipment. * Provide support and assistance in practical lessons. * Support class teachers in photocopying and other tasks in order to support teaching. * To be part of the school’s first aid team. * Undertake any other reasonable duties deemed necessary by the Head of Departments. |
| **Competencies** | * Reliability * Excellent verbal and written communication skills and ability to communicate in a clear and professional manner. * Ability to prioritise own workload * Professional personal presentation * Team player * Good IT Skills * Attention to detail * Strong organisational skills, the ability to balance a variety of tasks simultaneously and work under pressure. * Ability to perform tasks with minimum supervision and work on own initiative. |
| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. |
| **Standards and Quality Assurance** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Uphold the school's behaviour code and uniform regulations * Participate in appropriate staff training * Attend relevant team and staff meetings |

The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation.  This job description does not form part of the contract of employment.

You must also uphold the highest standards in respect of Child Protection.

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**Name:**

**Date Appointed:**

**Pay Scale: Sandwich Technology School Range 3**

**Line Manager: Assistant Headteacher: Director of Learning Creativity & Technology**

**Performance Manager: ???????**

**Signed:**

**Date:**