**Job Description**

**Job Role: Design Technology Technician (Part-time)**

**Contract Hours: 22.5 hours per week plus 3 development days plus 10 additional days**

**Salary: TCAT Pay Range 5 (£25,252 - £26,262), depending on skills, experience, & qualifications**

**Line Manager: Head of DT**

**Purpose of the role:**

Design Technology Technician supports the Design Technology (D&T) department. This role is crucial in maintaining a safe, efficient, and engaging learning environment. The postholder will assist both students and staff by maintaining workshop tools, managing resources, and supporting student learning across a variety of practical tasks. Additionally, the technician will contribute to other creative projects within the school.

**Responsibilities:**

* Maintain and service D&T tools, machines, and systems to ensure a safe and efficient environment.
* Support students with the use of equipment and materials, ensuring health and safety standards are met.
* Assist with the maintenance of D&T, science, and maintenance department equipment.
* Maintain an inventory of D&T resources and assist with PAT testing.
* Collaborate with staff to improve the D&T department’s facilities and contribute to departmental projects.

**Person Specification**:

The successful candidate is likely to possess many of the following personal characteristics, experience , skills and knowledge.

**Qualifications:**

* GCSE Maths and English
* A commitment to working towards a Level 2 qualification in Supporting Teaching and Learning in Schools (if not already qualified).

**Knowledge & Skills:**

* Good numeracy and literacy skills
* Competent and effective user of IT, including Excel and Word and the ability to learn to use IT software relatively quickly.
* Attention to detail
* Experience of working in an HR office environment

**Other Personal Qualities:**

* Abilities to work as part of a team, to work independently and to think laterally and creatively.
* Excellent interpersonal & communication skills.
* Ability to communicate effectively with staff and pupils at all levels.

**Performance Development Review:**

* To take responsibility for their own professional development and the PDR process.
* To maintain a professional portfolio.

**Continued professional development:**

* To identify areas for further development and engage fully in the CPD programme of The Canterbury Multi-Academy Trust.

**Health and Safety Responsibilities:**

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon everyone engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**Safeguarding:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

An annual review of this job description and allocation of responsibilities will take place as part of the PDR Process.