



THE NORTON
KNATCHBULL
SCHOOL

JOB DESCRIPTION

DESIGN & TECHNOLOGY TECHNICIAN

Job Holder:

Job Title: Design and Technology Technician

Salary: KS-C

Responsible to: Head of Department

Contractual Hours: 37 Hours per week (Term Time plus 2 INSET days)

1. PURPOSE OF JOB:

- **To provide technical support and advice to staff and students in the DT department.**
- **To prepare tools, equipment and materials for lessons and displays.**
- **To undertake a practical health and safety role for the department.**

2. PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students,
- Capacity for sustained hard work, both as an individual and as a member of a team.
- Strong organisational, interpersonal and communication skills – written, phone and in person.
- Self-motivated and can act independently on own initiative, as well as effectively in a team.
- Knowledge and experience of supporting students' academic and personal development.
- Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement.
- Clear understanding of accountability and line management.
- Firm commitment to Continued Professional Development both for self and colleagues.
- Understanding of and commitment to safeguarding all students.
- Knowledge, interest and experience in DT and product development.

3. DIMENSIONS:

No Budget

No Subordinates

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

4. PRINCIPAL ACCOUNTABILITIES:

- To draw up and maintain an inventory of equipment for the Department
- To maintain Technology department resources and keep a record of stocks
- To order materials and tools via a normal school procedure as required and authorised by the Head of Department
- To prepare materials for Technology lessons, as requested by each member of the Department using the appropriate machine or hand tools
- To carry out daily tasks as directed by Head of Department
- To demonstrate methods and techniques to students during lessons and support high risk activities as requested by the appropriate member of staff and under their direction
- To ensure each teaching room is tidy and clean, including the sinks, draining boards and tidying of resources. To liaise with the caretaker or cleaning supervisor if the standard of cleaning falls below an acceptable level
- To ensure all tools and equipment are stored securely after use
- To ensure all students work and un-used material is returned to the appropriate storage area
- To assist in preparing classroom and corridor displays
- To arrange for the regular safety inspections of all machinery and equipment including the inspection of dust extraction plant (LEV)
- To ensure the technician prep room is kept secure, clean, tidy and free from all hazards
- To ensure any unsupervised high-risk area within the Technology Department is locked and secure when not in use.
- To maintain a record of Departments risk assessments
- To carry out daily visual checks of machinery before being used by students
- To report all Health and Safety hazards to the appropriate Head of Department
- To ensure the first aid boxes are kept up to date and stocked
- To carry out other tasks reasonably requested by Head of Department, in accordance with the post holder's skills and qualifications

5. SCOPE FOR IMPACT:

- The post holder will work closely with the Head of DT to ensure a safe and smooth running of the DT department.
- To be available to students to provide assistance with equipment and materials, to enable the completion of work.

6. JOB CONTEXT:

Work closely with: Head of DT, DT staff, students and external contractors.

- Provide and share knowledge of training and experience on specialist equipment within the department.
- The post holder must work on their own initiative, often to tight deadlines, with minimal supervision.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____
Job Title

Date: _____

Agreed By: _____
Headteacher

Date: _____