



DOVER GRAMMAR SCHOOL FOR BOYS

Job Description for Design and Food Technology Technician

As a Design and Food **Technology** Technician you will be working closely with Design and Food teachers to ensure the smooth running of the department, in both design and food technology departments. You will need to have good organisational skills and a willingness to learn new skills. You will also be required to attend external training courses to ensure you are certified to use the workshop tools and equipment.

The specific responsibilities of the post are as follows:

Post	Design and Food Technology (DT) Technician
Specific Duties	<ul style="list-style-type: none"> Prepare and organise equipment, resources and materials as required for each specialism. This includes setting up the environment before lessons and tidying up at the end of each lesson, checking that “high risk” items are correctly stored. Assisting in lessons and giving one to one support to students where needed Assist with the management of our CNC Machines including Laser cutters, CNC Router and 3D Printers. Regular cleaning and maintenance of the Food Technology room to meet Food Safety Standards Ensure the workshop, kitchen and storage areas are kept in a clean, tidy, safe and organised manner Take account of and implement all Health and Safety requirements relevant to your level of responsibility, including safety and maintenance checks on tools and equipment Work with the Subject Leader to manage, monitor and review all available resources (stock control and ordering of materials) to ensure the enhancement of the quality of learning and improved achievement As requested by the Subject Leader, meet with members of the department to identify priorities, and set timescales for the completion of tasks Writing and updating risk assessments Maintain a flexible approach to your responsibilities, undertaking additional responsibilities at the request of the subject leader or at your own initiative, when the need arises Be available to assist in the art department, only if and/or when there is capacity to do so
General Responsibilities	<ul style="list-style-type: none"> Lead by example, providing motivation and inspiration to the school Build on the ethos which secures effective teaching, successful learning and achievement by the pupils

	<ul style="list-style-type: none"> • Contribute to the development of a team culture in which all those involved in the school are committed to the aims and involved in meeting the agreed objectives and targets • Contribute to the development and review of school policy and procedures involving the department
Accountability	<ul style="list-style-type: none"> • You are directly accountable to the Subject Leader for Design and Food Technology • Contribute to the development of an organisation in which all staff recognise that they are accountable for the success of the school • Contribute to the ethos of the school in which students, staff, governors, parents and visitors to the school are given a warm welcome, treated with respect and their concerns are dealt with efficiently and effectively • Keep abreast of new educational initiatives and developments in your areas of responsibility, and bring new ideas forward for discussion with the Subject Leader for as appropriate • At the direction of the Headteacher, undertake other duties and responsibilities which may from time to time be necessary for the effective management of the school
Contract Type	<ul style="list-style-type: none"> • Kent Page Grade: KSB (pro rata to working hours) • Hours per week: 32.5 hours (Monday to Friday 8.30am to 3.30pm with a 30-minute unpaid lunch break) • Weeks per year: 39 weeks per year (Term Time plus 5 INSET Days)
Line Management	Subject Leader for Design Technology

