

Ursuline College



Job Description/Person Specification

Design Technology & Engineering Technician

Report to or Line Manager: Curriculum Leader for DT & Engineering

Grade: KR3

Hours per week: 11 hours (negotiable)

Weeks per year: 38 (Term Time only)

Main Purpose of Job:

To provide general assistance as required in the preparation of resources for practical lessons and to actively assist and support the teaching staff, especially in the area of health and safety relating to machinery and equipment.

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

General Administration Duties

- To maintain high personal professional standards of attendance, punctuality, appearance and conduct, and develop positive relations with students, parents and staff
- To evaluate and improve your own practice and to take responsibility for your continuing professional development

Specific Duties and Responsibilities:

- Perform health and safety checks on equipment and machinery to help ensure health and safety standards are maintained throughout the department
- Preparation of equipment and machinery to ensure that the correct resources are available for practical lessons
- Preparation of materials for pupils to use in classes
- Maintain equipment to ensure that it is in good working order and stored safely, securely and appropriately
- Maintain the teaching rooms and store areas
- Maintain and order supplies: Unpack and check new equipment delivered

Person Specification:

| Criteria | | Essential | Desirable |
|--|--|-----------|-----------|
| Skills, Knowledge & Abilities | Good communication skills | ✓ | |
| | Ability to organise, manage and prioritise workload effectively | ✓ | |
| | Ability to act upon own initiative | ✓ | |
| | Ability to work as part of a team | ✓ | |
| | Ability to adapt to an ever-changing environment | ✓ | |
| | Suitable to work with children and relate to them, in particular 11-19 yrs age group | ✓ | |
| | Working knowledge of Data Protection Act | | ✓ |
| Previous Experience | Basic IT skills with knowledge of Microsoft Word and Excel | | ✓ |
| | Health and Safety protocols in workshop environment | | ✓ |
| | Machinery use to prepare resistant materials such as wood and plastics | | ✓ |
| Qualification / Training | Good level of general education (minimum of NVQ level 2 or equivalent) | | ✓ |
| | First Aid qualification | | ✓ |
| | Knowledge of Health & Safety procedures in a workshop environment | | ✓ |
| | Willingness to undertake further training as required | ✓ | |
| Other | Flexible approach to working hours to meet the needs of the organisation | ✓ | |

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.