

RAINHAM MARK GRAMMAR SCHOOL

DESIGN AND TECHNOLOGY TECHNICIAN: JOB DESCRIPTION

Line of responsibility

The design and technology technician will be directly responsible to the Head of Department.

Job purpose

The design and technology technician is responsible for:

- Assisting in ensuring a safe, effective and efficient technical service is provided to support the work of the design and technology department and its curriculum.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Ensuring that health and safety requirements and other relevant regulations, for example, COSHH, are adhered to including the completion and recording of necessary checks and risk assessments.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher and line manager.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall assist her/his line manager in the promotion and observance of a healthy and safe working environment.
- S/he shall assist her/his line manager in ensuring the safe and effective operation and use of machinery, equipment, tools, materials, resources and software, for example, CAD/CAM.
- S/he shall assist her/his line manager and the head of department with the carrying out of risk assessments, including those on a variety of equipment and processes.
- S/he shall ensure that staff in the design and technology department are aware of and comply with all health and safety requirements and other relevant regulations, for example, COSHH.
- S/he shall contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum.
- S/he shall ensure that equipment is in good working order and that workshops, preparation areas and storerooms are in a clean, secure, safe and orderly condition. This will include cleaning tasks as required.
- S/he shall prepare, distribute and clear away equipment, solutions/solvents and materials as required within the design and technology department.

- S/he shall carry out routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.
- S/he shall liaise with suppliers and contractors when necessary and in relation to repairs, servicing and maintenance, new installations and disposals.
- S/he shall prepare classrooms and workshops for lessons, practical activities and demonstrations.
- S/he shall prepare equipment, tools, materials, and resources as required for use in workshops, classrooms and lessons.
- S/he shall, where possible, construct general design and technology equipment.
- S/he shall research the availability of suitable equipment, tools, materials, and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
- S/he shall provide technical advice and support in the classroom, for example, with demonstrations, practical activities and resources.
- S/he shall, under the direction of her/his line manager, dispose safely of workshop waste and deal safely with spillages and breakages in accordance with regulations.
- S/he shall assist in putting in place provision for practical school and public examinations.
- S/he shall put up and maintain appropriate classroom and corridor displays within the design and technology department and around the school.
- S/he shall provide technical assistance to students, either individually when they are carrying out activities, investigations or projects, or in-class by assisting or advising students and staff on the practical aspects of the curriculum.
- S/he shall assist with stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records.

Administrative

- S/he shall undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying and filing.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.
- S/he shall process, input and extract data held on the school's systems as required.
- S/he shall maintain both manual and computerised record and filing systems in line with requirements.
- S/he shall assist in completing equipment and stock inventories as required.

General

- S/he shall attend parents' evenings, open days and school events as required.
- S/he shall invigilate school and public examinations and tests as required.

- S/he shall assist in escorting students on educational visits and participate in extra-curricular activities as required.
- S/he shall assist in ensuring that financial procedures and activities within the department are carried out in accordance with school procedures, such as placing purchase orders.
- S/he shall attend relevant meetings and training sessions as required.
- S/he shall participate in training sessions for staff to ensure that they are aware of associated procedures and regulations.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep abreast of developments, current initiatives and changes in her/his field and communicate to staff as appropriate.

DESIGN AND TECHNOLOGY TECHNICIAN: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics. BTEC/TEC Certificate or City & Guilds or equivalent qualification/s in appropriate workshop subjects. Relevant experience of working within a workshop or similar environment including diagnosing and solving problems with equipment/tools (at least two years). 	<ul style="list-style-type: none"> Further or higher education qualification relevant to the field. Certificate for testing electrical equipment. Experience of working in a school or similar establishment. Experience of training staff. Experience of using CAD/CAM software applications. First aid qualification or willingness to gain one. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with colleagues and students. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Ability to absorb and understand a wide range of information. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Good standard of numeracy and literacy skills. Good working knowledge of a range of ICT software, hardware and other resources. 	<ul style="list-style-type: none"> Working knowledge of national requirements regarding curriculum delivery of design and technology. Working knowledge of behaviour management strategies. Working knowledge of completing risk assessments. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Can proficiently use computer software including word-processing, spreadsheet, database and internet systems. • Working knowledge of relevant policies, procedures, regulations/legislation eg health and safety and COSHH. • Working knowledge of maintaining and repairing workshop tools and equipment. • Ability to work independently with a number of resistant materials. 		
Personal qualities		
<ul style="list-style-type: none"> • Able to show initiative and to prioritise one's own work even when under pressure. • Able to follow direction and work in collaboration with her/his line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>