



**JOB DESCRIPTION:
Design and Technology Technician
(Including School Maintenance)**

**GS4 Salary: £18,052.05 - £19,539.91
37 hours per week Term Time Only plus ten days**

PURPOSE:

The Technician's role within the Design Technology Faculty will be to support the Head of the Design and Technology Faculty and to ensure that resources and facilities are adequate and safe for the delivery of all curriculum options within the faculty.

Accountable to the Senior Management Team and to the Head of the Design Technology Faculty for day to day direction.

What follows is a list of responsibilities which a Design Technology technician at Ysgol Friars may be required to undertake.

It represents an agreement between the school's management and the Design Technology Technician which may be subject to renegotiation by either party should there be a change in management or a new Head of Faculty appointed. The list further represents a list of responsibilities which cannot be carried out simultaneously and is therefore subject to prioritisation by school management.

RESPONSIBLE TO: SMT and the Head of the Design and Technology Faculty

DISCLOSURE LEVEL: Enhanced

MAIN DUTIES AND RESPONSIBILITIES:

1. To support the faculty head with ensuring that all COSHH, HACCP, risk management, health and safety policies and procedures and other relevant legislation are met.
2. To prepare resources for classes studying Design and Technology and Food Technology in Key Stage 3, Key Stage 4 and Key Stage 5 (Post-16).
3. Prepare support materials and equipment as directed for a lesson (Resistant, Food and/or Textile).
4. Maintain equipment associated with wood, metals, plastics and computing equipment, Control Technology, pneumatics, CAD/CAM, mechanisms and

structures. This will also include items of equipment on Food and Textiles rooms, for example, Sewing machines, blenders.

5. Identify faults and carry out repairs to equipment as required and appropriate.
6. Be responsible for the monitoring and recording of all Health and Safety procedures.
7. Ensure the safe disposal/storage of materials/waste materials and equipment in accordance with Safety procedures.
8. Filing and keeping the faculty area's resources in order.
9. Photocopying and organising teaching and assessment materials as directed.
10. Keeping inventories up to date.
11. Supporting students with practical work under the direction of the class teacher.
12. Assist in ordering materials as directed using the systems adopted by school.
13. To provide general, practical support in the Design Technology (this includes Resistant Material, Food and Textile technology) area to facilitate the smooth running of the curriculum.
14. To prepare orders for the faculty stationery and construction material requirements and submit to Head of Faculty.
15. To carry out preventative maintenance on all machinery and also repair/replace faulty component parts.
16. The technician will not be used or requested by any member of the Design and Technology Faculty to support Key Stage 3 or Key Stage 4 classes (including lunch time) except when directed by the Head of Faculty.
17. The technician will ensure that classes are allowed into their teaching room when the cover teacher arrives. Teaching materials will also be provided (photocopied) as required from the guidance notes left by the absent teacher.
18. The technician will assist all staff with the preparation for Examination board moderation visits and ESTYN inspections.
19. The technician will assist the Head of Faculty with the development of a resource library and to also ensure that stocks are returned.

20. To ensure that all first aid boxes are adequately stocked and meet the LEA's requirements.
21. To maintain safe and adequate storage facilities for all staff to use.
22. To carry out general Health and Safety checks within the Faculty and report to Head of Faculty.
23. To advise Head of Faculty on courses which are considered of value for the development of the technician.
24. To develop the display facilities within the faculty.
25. The technician will assist all staff with the development of classroom displays which represents the various aspects of Key Stage 3, 4 and 5.
26. The technician will develop stand-alone demonstration and promotional equipment which can be used for teaching purposes and at promotional events and/or parents evenings.
27. The technician will input tracking pupil performance data into the computer as requested by the Head of Faculty/Key Stage 3 Co-ordinator on all pupils.
28. The technician will clean all workshop goggles once a term.
29. The technician will clean fridges and ovens once every half term.
30. The technician will check the contents of refrigerators and defrost once a term.
31. The technician will sharpen and maintain all hand tools and small items of equipment as required by teaching staff.

Other responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- To participate in the school's appraisal scheme, ensuring that performance standards and targets are set and met within the agreed timescale.
- To undertake all reasonable any other duties as directed by the Headteacher/SMT and in particular to undertake such repairs and maintenance tasks around the school as may be necessary.
- To understand and comply with the school's equal opportunities and other policies.
- To maintain confidentiality at all times and to observe Data Protection Guidelines.

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

Person Specification- Design and Technology Technician

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level (F) 	<ul style="list-style-type: none"> • Vocational qualifications relating to software use (F) • Evidence of continuing professional development (F) • Formal further education qualification and /or degree in relevant discipline (desirable)
Experience	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office programmes (F/I) • Awareness of principles behind Data Protection (A/I) • Awareness of Health and Safety procedures (A/I) 	<ul style="list-style-type: none"> • Working in an educational environment (F/I)
Skills	<ul style="list-style-type: none"> • Good ICT skills. (F/I/R) • Excellent communication skills (F/I/R) • Excellent organisational and planning skills including the ability to be flexible in order to achieve targets. (I) • Ability to work to deadlines. (I/R) • Ability to form good working relationships with colleagues and external bodies. (I/R) • Enthusiastic, innovative and forward-looking. (F/I) 	<ul style="list-style-type: none"> • Ability to work with a diverse team of staff. (F/I) • Sense of humour. (I) • Ability to work to professional standards, to maintain confidentiality, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/ discussion (I) • Ability to work as part of a team, to take direction and to use initiative to prioritise work (I/R) • Have good verbal and written communication skills when dealing with colleagues, pupils, parents or external agencies (F/I) • Ability to develop new skills and make use of unfamiliar software programmes (I/R)

Evidence assessed from: Application form (F): Interview (I): References (R)