

Design and Technology Technician - Grade 3

Job Description

1. Job Purpose

- 1.1 To Provide support for staff teaching within the Technology Department

2. Key Responsibilities

- 2.1 Preparation of teaching aids.
- 2.2 Preparation and clearing away of materials/samples for both class-work and examinations.
- 2.3 Assistance with and/or support of open evenings, exhibitions, etc.
- 2.4 Routine maintenance and simple repair of equipment.
- 2.5 Planning and co-ordination of the general maintenance of equipment.
- 2.6 Arrangement for the repair of equipment with outside agencies.
- 2.7 Where trained to do so, and subject to the availability of appropriate equipment sharpen handsaws, drills and other tools.
- 2.8 Where trained and authorised to do so, and subject to the availability of appropriate equipment, operate and maintain circular saws, handsaws, drills and other tools.
- 2.9 Carry out safety checks in accordance with laid down instructions and codes of practice.
- 2.10 In the event of chemical spillage, ensure to liaise with the BSS that workshop floors, walls, benches and fittings are properly cleaned.
- 2.11 Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards.
- 2.12 Safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice.
- 2.13 Organisation of stock and stores.
- 2.14 Maintenance of inventories of departmental stocks of equipment and materials.
- 2.15 Assistance with budget preparation for replacement and new equipment, tools and materials.
- 2.16 Requisitioning materials and equipment to main adequate stock levels after liaison with the Head of Department.

- 2.17 Liaison with the Head of Department regarding the use of new information technology equipment.
- 2.18 To undertake a range of duties appropriate to the Technology Department, in accordance with those duties performed by technicians.
- 2.19 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.20 To ensure all tasks are carried out with due regard to Health and Safety
- 2.21 To adhere to the ethos of the school
 - 2.21.1 To promote the agreed vision and aims of the school
 - 2.21.2 To set an example of personal integrity and professionalism
 - 2.21.3 Attendance at appropriate staff meetings and parents evenings
- 2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title:

- 3.1 Level of supervision:

Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

5. Special Conditions

- 5.1 None

Signed by postholder:

Name:

Signed:

Date:

CRITERIA		M.O.A.
QUALIFICATIONS/ TRAINING	Willingness to learn and undertake relevant training	AF/I
	GCSE or equivalent literacy and numeracy	AF/I
	Relevant NVQ3 or equivalent qualification	AF/I
	Qualifications or equivalent experience in joinery, metal working, and safe operation of power equipment.	AF/I
EXPERIENCE	Previous experience in a similar role	AF/I
	Experience working with students of secondary school age.	AF/I
	Experience of working in an educational setting.	AF/I
KNOWLEDGE	Basic health and safety knowledge	AF/I
SKILLS/ABILITY	Basic wood work and metal work skills	AF/I
	Ability to learn new practical skills	AF/I
	Ability to plan and organise own work	AF/I
	Ability to work as part of a team	AF/I
PERSONAL SKILLS	Experience of relating well to students and adults.	AF/I
	Experience of prioritising tasks and acting on own initiative.	AF/I
	Excellent communication skills.	AF/I
	Excellent inter-personal skills	AF/I
OTHER	Ability to demonstrate commitment to equal opportunities	
CONTRA INDICATION	Positive disclosure relating to young people or vulnerable adults	