Design and Technology Technician

Job Description

Grade: GR2

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:
2. 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

**Person Specification**

**Method of Assessment (MOA)**

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<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>MOA</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
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<td>AF/C</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<td>Experience</td>
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<td>Relevant work and other experience</td>
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<td>Skills &amp; Ability</td>
<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <strong>Part 7 of the Immigration Act 2016</strong></td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
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<td>Training</td>
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<td>Other</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: