

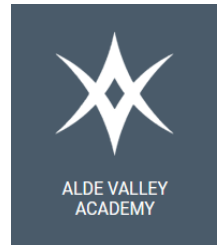


Kingfisher  
Schools Trust  
Achieving Success Together

# DT Technician

## Alde Valley Academy

*Opportunity, Community, Excellence*



## Job Description: DT Technician

### Role Purpose:

- To support the Design & Technology team in the provision of general practical support for the departments and its staff

### Key Responsibilities:

#### Day-to-day

- Ensure D&T workshops and stores are kept organised and tidy to facilitate appropriate access to resources and to meet H&S requirements.
- Prepare materials and resources, including specialist PPE, in advance of lessons at the request of teaching staff, given at least 24 hours' notice wherever possible.
- Maintain appropriate levels of stock (materials, equipment and stationery)
- Order resources and materials as directed by Head of Department
- Maintain an inventory of major equipment
- Ensure Health and Safety regulations are complied with.

### Administration and Record Keeping:

- Maintain stock records of consumables, equipment and textbooks for the department, inclusive of ordering and an annual stock check.
- Maintain the departmental inventory, disposing of unwanted/ obsolete items and chemicals appropriate.
- Provide administrative support
- Monitor the corridor displays and support in ensuring they are updated annually.

### Repairs/maintenance

- Liaise with Site Manager to facilitate and organise repair and maintenance by external organisations.
- Monitor and ensure the regular servicing of equipment
- Ensure tools and equipment meet current H&S regulations, removing defective equipment from use, pending repair/replacement and reporting to Head of Department with any concerns.

### Health & Safety

- In conjunction with the Head of Department, ensure the proper implementation of the safety policy and the preparation of risk assessments within the department.
- Ensure compliance with COSHH regulations, and CLEAPSS regulations, including the storage and disposal of substances.
- Proactively keep up-to-date with health and safety information and attend meetings of the trust's H&S Committee.
- Ensure that classrooms and working areas across the departments and the equipment therein are safe for use.
- Checking and resourcing general Personal Protective Equipment (PPE) to ensure workshops are adequately equipped.
- Arrange safe disposal of chemical and waste materials.
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### **Teaching & Learning**

- Support teaching staff in operation of specialist equipment e.g. laser cutter, during specified lessons.
- Support and develop non-specialist teaching staff with subject and department knowledge.
- Assist on departmental educational visits.
- Provide support to extracurricular activities and clubs
- Ensure the availability of suitable materials and equipment for lessons in consultation with the teaching staff.

### **All school staff are expected to:**

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

### **All employees of Kingfisher Schools Trust will:**

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.



## Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none"> <li>• GCSE Grade C/4 or above in English, Mathematics</li> <li>• Any relevant technical qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 or higher qualification in a D&amp;T related discipline</li> <li>• Recognised Health and Safety qualification</li> <li>• Evidence of Health and Safety training relevant to workshop environments</li> </ul>
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none"> <li>• Experience of working in a workshop, manufacturing, engineering or school environment</li> <li>• Knowledge of workshop or science tools, machinery and equipment, including safe operation and maintenance</li> <li>• Experience of maintaining equipment</li> <li>• Knowledge of Health and Safety legislation relevant to workshop environments, including safe storage and handling of materials</li> <li>• Experience of stock control, ordering supplies, maintaining inventories</li> <li>• Understanding of safeguarding responsibilities when working with young people and a commitment to safeguarding the welfare of young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within education/school environment</li> <li>• Experience supporting teaching staff and/or students in practical environments.</li> <li>• Experience using and maintaining specialist equipment.</li> </ul>
<p><u>Skills and behaviours:</u></p> <ul style="list-style-type: none"> <li>• Strong organisational skills and ability to maintain tidy and safe working environment</li> <li>• Ability to support and guide students in practical tasks</li> <li>• Ability to work independently and manage time effectively</li> <li>• Practical problem solving</li> <li>• Good ICT skills to maintain records, inventories and other documentation</li> <li>• Effective communication skills</li> <li>• Ability to build positive working relationships with staff and students</li> <li>• Professional, reliable and punctual with high standards of personal conduct.</li> <li>• High levels of personal and professional integrity</li> <li>• High levels of discretion, confidentiality and an awareness of data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school structures and procedures</li> <li>• Confidence in working with children and young people</li> </ul>

Professional development:

- Keep learning and adapting to industry changes.
  - Willingness to undertake any relevant training.
- Keep up to date with Health and Safety regulations