

# **St John Fisher Catholic High School**

## **Job Description**

### **Design Technology Technician**

**Responsible to:** Head of Faculty - Technology

**Grade:** 5

#### **Purpose of the Job:**

To provide support to teaching staff to ensure the smooth running of the Art and Design Technology Departments.

#### **Main Duties and Responsibilities:**

##### **1. Support for the Art and Design Technology Departments**

- Ensure an efficient service is provided for the Art and Technology Departments, according to needs and priorities determined by the Head of Technology.
- Ensure that all equipment and machinery is adequately maintained and serviced regularly in order to support delivery of the curriculum.
- Ensure that adequate stock levels of materials and equipment are maintained.
- To undertake appropriate checking, cleaning and required interim testing of all equipment and machinery and to ensure that adequate records and check sheets are completed to evidence each process.
- Prepare materials and equipment for use by students during practical lessons, throughout the faculty.
- Assist with the preparation of teaching resources.
- Ensure that specialist teaching areas are cleared after use and all equipment is cleaned as necessary and put away.
- To be an active member of the Technology Faculty, keeping up-to-date with developments.
- To provide support to staff and students in art and technology lessons.

##### **2. Support for the school**

- Develop and maintain effective working relationships with staff and students.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events, e.g. school plays, concerts, etc.

**3.** Ensure that the requisite Health & Safety regulations, Codes of Practice, and School Policies are complied with for the safety of staff and students.

**4.** Undertake any other duties consistent with the post as directed by the Subject Leader for Art, Subject Leader for Technology or Head of Faculty Technology.

# **Art and Technology Technician**

## **Person Specification**

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Have an interest in or knowledge of art, design and technology or related subjects</li> <li>• Ability to problem solve</li> </ul>	<ul style="list-style-type: none"> <li>• Use of CAD</li> <li>• Run laser cutter and printer</li> <li>• Use 2D draw</li> <li>• Use Google sketch up</li> <li>• Run vinyl cutter</li> <li>• Programme 3D printer</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with people at all levels</li> <li>• Good interpersonal skills</li> <li>• Good ICT skills</li> <li>• Ability to multi-task</li> <li>• Ability to work in a methodical and well organized way</li> <li>• Ability to prioritise workload and keep to deadlines</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Ability to adapt to change</li> <li>• Ability to learn quickly</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a workshop/technology environment</li> <li>• Experience of using workshop tools and machinery</li> <li>• Up-to-date knowledge of Health &amp; Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or college</li> <li>• Experience of working with young people</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good educational background with minimum GCSE (or equivalent) in English Language &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Possess qualifications appropriate with the use of equipment and tools used in a technology workshop</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Support the ethos and values of St John Fisher Catholic High School</li> <li>• Confident working with adults and young people</li> <li>• Good physical fitness</li> <li>• Flexibility and a willingness to change/work additional hours when required to meet the requirements of the school</li> <li>• Willingness to undertake training, as required</li> <li>• Willingness to take a full and active role in school life</li> </ul>	