



King's Academy
Easthampstead Park

Job Description: Design Technology Technician

Location: King's Academy Easthampstead Park (KAEP)	Department: Design
Pay Grade: KGA04-4 - FTE £25,930 per annum (£13.44 per hour) Actual Starting Salary: £20,311 per annum inclusive of London Weighting and Holiday Entitlement. Hours: 34.5 hours per week, Monday to Friday, 8.30am to 4.00pm (including a half hour unpaid break, 3.30pm finish on a Friday). Term time only. <i>Your break is to be taken at a time within the day to fit in with practical lessons and cleaning schedules (this may not necessarily be at the same time as the school lunch period)</i>	
Designation of Post and Position within the Departmental Structure	
Executive Headteacher / Head of School ↓ Head of Design ↓ Design Technology Technician	
The job description identifies the responsibilities attached to your post. This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you. All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate. All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.	
Job Purpose	
Support the teaching staff by ensuring resources are prepped in line with schemes of work and support in lessons if required. Ensure that the teaching rooms are maintained to a high standard and that equipment is set up and suitable for use in class. Maintain and organise stocks of disposables. Ensure all Health and Safety requirements are met.	
Main Duties and Responsibilities	
• Assist the Head of Department and ensure a safe working environment for all Design staff. • Promote and support the maintenance of a safe, orderly, purposeful and productive working environment. • Responsible for the accurate, timely preparation and presentation of specialist equipment, resources and materials. • Prepare equipment and materials as directed. • Assist with the arrangements for annual maintenance and safety checks on equipment.	

- Assist with displays and promote an inspiring environment, showcasing students' work.
- Contribute to the planning, development, and organisation of support systems/procedures and policies in the relevant areas.
- Undertake relevant administrative tasks, maintain records and information.
- Assist the Head of Department to manage stock levels and conduct regular audits of resources.
- Ensure the maintenance and safety of specialist equipment; undertake repairs and modification where possible and/or arrange for specialist repair when required.
- Assist others to use specialist equipment and materials and provide advice and guidance as required.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school.
- Undertake any other similar duties as required by the Head of School.

Maintain classrooms, to ensure a clean and safe learning environment including:

- Checking condition and safety of fixed equipment.
- Assist teaching staff during practical lessons, ensuring health and safety standards are met.
- Assist with demonstrations on the use of practical equipment, tools and process to enhance hands on learning for students when requested.
- Ensuring safe disposal of all waste.
- Perform routine maintenance, safety checks and stock inventories ordering replacements as needed.

Assist with lesson preparation including:

- Preparing and delivery of equipment and worksheets as requested.
- Maintain, organize and oversee the central Office / Prep Room workshop machinery and tool / material stores.
- Manage tools, equipment and raw materials across the Design Technology classrooms and storerooms.
- Organising files of worksheets, replenishing when necessary.
- Maintaining sets of test/module papers, replenishing when necessary.
- Undertaking stock control including maintaining inventories and control of materials, equipment etc.
- Providing teaching support in the classroom when required.

Other Responsibilities:

- Observe health and safety requirements in terms of wearing appropriate personal clothing and footwear, and wearing any personal protective clothing and equipment supplied by the department as instructed.
- Carry out any other reasonable duties requested by a member of the departmental teaching staff, which is within the limits of competence and confidence.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child **KGA HONESTY:** A workplace where everyone feels safe and able to express their thoughts and ideas. **FAITH:** We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety and Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy
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Person Specification: Design Technology Technician

Key Criteria	Essential	Desirable
Qualifications and Training	- Minimum of 5 GCSE's or equivalent, including Mathematics and English. - Computer literacy (proficient with basic software and administrative systems)	- Prior experience working in an educational setting or workshop environment. - Experience operating standard workshop machinery and hand tools.
Competence Summary: Knowledge, abilities, skills, experience	- A general passion or interest in the Arts, Engineering, Construction or Design. - Able to relate to children and adults. - Deal sensitively with parents, students and colleagues in person and by telephone. - Able to follow administrative procedures; understand and follow instructions. - Able to work on own initiative and constructively as part of a team. - Good understanding of, and ability to use, relevant equipment e.g., computer, photocopier. - Good interpersonal skills. - Able to prioritise own workload and work to competing deadlines. - High regard for health and safety compliance and best practices. - Understanding of and commitment to the requirements of safeguarding children and young people.	- Experience of working within a learning environment. - An understanding of workshop equipment and various material processing techniques (wood, metal, plastics, 3D design materials) is highly preferable. - Good knowledge of first aid. - Sense of humour.
Work-related Personal Requirements	- Reliable, approachable, and enthusiastic about working with young people. - Motivated to work in a fast paced creative and dynamic education environment, - Ability to maintain strict confidentiality of information received and processed as part of the job role. - Participate in training and development activities. - To take part in the Performance Management process in school, taking responsibility for your own professional development and undertaking training as appropriate.	
Safeguarding, Child Protection Requirements	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	