

JOB DESCRIPTION



POST TITLE: DT Technician

OVERALL, PURPOSE OF THE POST

Under the direction of the Head of Faculty, to contribute to the provision of an efficient and effective technical service to the Design and Technology and Arts Faculties, supporting staff and students of all abilities, across Key Stages 3 and 4, in the classroom. At KS3 our subjects are DT and art. At KS4 our subjects are Construction and GCSE art. The successful candidate needs to maintain good working relationships with teaching and support staff and to liaise with other departments / staff in matters related to the technician service.

MAIN DUTIES AND RESPONSIBILITIES

The successful candidate will work across multiple workshops, classrooms and construction areas, to undertake tasks in support of staff and students as part of the routine organisation of a lesson. Preparing equipment, materials and resources and setting up/checking/issuing equipment and apparatus for use in teaching. Setting up and on occasions, carrying out demonstrations. Retrieving and clearing away equipment etc. Always maintaining standards of safety.

The duties will include

- Ensure resources and equipment for specific lessons are prepared in a timely manner.
- To prioritise daily/weekly/monthly tasks and ensure accurate and timely completion.
Such as
- To use reprographic equipment to produce copies of various sizes and quantities and use other office equipment.
- Maintaining safe and tidy classrooms and storage areas across the faculty
- To deliver equipment and resources to workshops, classrooms or teaching areas as requested, carrying out risk assessments and advising of health and safety issues.
- To ensure equipment is correctly stored and maintained. To conducted annual, monthly and weekly checks for workshops/storerooms including Health and Safety checks according to CLEAPSS L248a and its associated documents.

- Safe disposal of waste materials in accordance with guidelines, including chemicals.
- Assist with the ordering, delivering and safe storage of resources, inc. maintaining adequate stock levels and regular stock checks. Maintain departmental inventory. Carry out any stock and health and safety checks as required.
- Participation in the development of practical activities, constructing demonstration models, trialling practical work and providing feedback.
- Make purchases for the department, using the school systems for ordering and keeping appropriate petty cash records.
- To work as part of a team of technicians, as well as the wider academy team.
- To use computer equipment/software for recording and retrieving purposes as required. Inc. CAD/CAM packages and machinery.
- To undergo appropriate training as available.
- To be familiar and comply with all relevant Health and Safety, Operational, Personnel, Data Protection and Financial Regulations, policies and procedure. Ensuring that Health and Safety requirements are adhered to; safe working practices are adopted and the appropriate regulations, e.g. C.O.S.H.H. and CLEAPS are followed.
- Assisting with any administrative duties relating to the department

GENERAL DUTIES AND RESPONSIBILITIES

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate the Health and safety and equipment/appliance testing.
- To attend relevant Faculty and other meetings.
- To receive and check deliveries and associated invoices.
- To recommend the purchase of specific items of equipment in consultation with Faculty lead.

OTHER

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

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