

## DESIGN TECHNOLOGY TECHNICIAN (FASHION & FOOD)

RESPONSIBLE TO: Heads of Department  
GRADE: L2  
CONDITIONS: Part-time or Full-time

### PURPOSE OF POST:

To provide technical and practical support to the Design Technology Department, primarily in Fashion and Food, ensuring the smooth delivery of lessons and workshops. By supporting effective teaching and learning, the technician enriches the educational experience for all, helping to enhance student attainment and achievement while aligning with the School Improvement Plan and the school's ethos, aims, and vision.

### ORGANISATION CHART:

Heads of Department  
DT Technician

### PRINCIPAL RESPONSIBILITIES:

This role requires a conscientious and enthusiastic individual with a practical background and confidence in using a variety of workshop equipment. Good communication skills, flexibility, and the ability to work both independently and as part of a team in a busy environment are essential. An interest in learning new skills, as required, is desirable, with training provided as necessary.

Specific duties include:

1. Setting up and maintaining equipment and teaching areas for practical classes.
2. Ensuring a safe and orderly environment in workshops and classrooms.
3. Preparing materials and equipment for lessons, both for demonstrations and student use.
4. Assisting teachers during practical classes, providing technical support to enhance student learning experiences (assisting in the preparation of practical resources for the lessons/personalising resources for an individual or small group)
5. Supporting students in using tools, equipment, processes, and materials.
6. Maintaining and repairing tools and equipment, ensuring they are in safe working order.
7. Managing the ordering of consumables and materials in an organised and timely fashion to enhance the smooth running of the department.
8. Taking delivery of ingredients and materials, making arrangements for their general storage.
9. Keeping an up-to-date inventory of tools, equipment, and materials and bringing to the attention of the line manager any foreseen shortfalls in stock levels or repairs needed.
10. Contributing to safe working practices in preparation, storage, and teaching areas.



**CEDARS**  
UPPER SCHOOL

Cedars Upper School  
Mentmore Rd, Linslade  
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11. Completing risk assessments, including COSHH, related to the department.
12. Ensuring health and safety compliance and maintaining monitoring logs.
13. Supporting the creation and maintenance of displays in and around the department.
14. Assisting in running extra-curricular activities related to design technology.
15. Liaising with external suppliers and agencies as needed.
16. Any other ad hoc duties requested by the line manager.

#### **GENERIC RESPONSIBILITIES TO ALL STAFF:**

- To consistently uphold the school's aims and strive to attain school targets.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the school.
- To work with students within the framework of the school in a courteous, positive, caring and responsive manner
- To take an active and positive role in the school's commitment to the development of staff and review procedures.
- To seek constantly to improve the quality of the school's provision.
- To present oneself in a professional way that is consistent with the values and expectations to the school.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

#### **DIMENSIONS:**

**Supervisory Management:** None. The role does not involve direct line management or supervision of staff. However, the technician may provide guidance to students during practical lessons.

**Financial Resources:** None. The role does not include direct responsibility for managing budgets or financial decision-making, however the position does involve processing and management of orders. **Physical Resources:** Classroom materials, equipment, and resources – The technician is responsible for maintaining, organising, and ensuring the proper use and safety of classroom materials, tools, and equipment used in lessons and workshops.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Jobholder will ensure that Chiltern Learning Trust policies are reflected in all aspects of his/her work, in particular those relating to Equal Opportunities, Health and Safety, Data Protection Act (1998 & 2018)

Headteacher: Mr Mark Gibbs  
[www.cedarsupperschool.org.uk](http://www.cedarsupperschool.org.uk)





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## Safeguarding Children CONTEXT:

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All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across all schools by agreement with the Chief Executive.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

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**TECHNOLOGY TECHNICIAN**

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected Desirable (D): - useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience			Experience of working in an educational setting Experience of food preparation Experience of using machinery to prepare materials ICT skills	1,2 1,2
Skills/Abilities	Basic literacy and numeracy skills  Have excellent verbal and written skills in order to communicate effectively.  Ability to work without supervision and as part of a team  Able to use initiative to prioritise and organise workload to meet conflicting deadlines.  Able to keep accurate records and use these to inform judgements	1,2,4,5  1,2  1,2  1,2,5  1,2	Ability to use Microsoft packages and the internet.  Ability to use Google software Ability to work within health and safety guidelines	1,2



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	Able to work accurately	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Competencies	Able to demonstrate: Appropriate motivation to work with young people	1,2		
	Ability to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to recognise and act upon common forms of discrimination	1,2		
Specialist Knowledge	Knowledge of Health & Safety	1,2	Basic Food Hygiene Certificate Knowledge of Engineering	1,2,4
Education and Training			First aid qualification	1,4
Other Requirements	Willingness to commit and participate in further training and development opportunities	1,2		
	Willing to liaise with companies online in ordering materials	1,2		
	Able to travel to local shops, suppliers and supermarkets for the purpose of sourcing materials and ingredients			

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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercises)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the posts.

The Jobholder will ensure that the Trust's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1998 & 2018)
- (iv) Code of Conduct

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.