

## JOB DESCRIPTION

<b>Job Title</b>	<b>DESIGN &amp; TECHNOLOGY TECHNICIAN</b>
<b>Hours of Work</b>	<b>32.5 hours per week, Monday to Friday 8:30am–3:45pm (45 minute break)</b> <b>Term Time Only</b>
<b>Department / Group</b>	<b>Teaching &amp; Learning Resources Team</b>
<b>Line Management</b>	<b>Head of Department / Line Manager</b>

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## PURPOSE OF THE POST

To contribute to the effectiveness of curriculum delivery of Design & Technology and Food by ensuring that specified required materials are available and that rooms and equipment are maintained in good order.

## Tasks, Duties and Responsibilities

### Support to the Design & Technology Department

1. To maintain an overview of Health and Safety within the Design & Technology departments, including preparing for health and safety inspections and completing risk assessments and COSHH assessments.
2. To maintain and carry out safety checks of tools, equipment and stock to include the machine room, stores, teaching areas, and technician workshop.
3. Knowledge and experience of resistant materials, including changing blades and servicing machines.
4. To maintain extraction equipment, emptying and cleaning bags.
5. To attend regular refresher courses on maintenance of band saws, planer and circular saw to meet Health and Safety regulations and requirement.
6. To maintain inventory, stock and equipment levels and departmental records including health and safety certificates. Monitor stock levels, informing teachers and Head of Department of changes, and researching and completing orders of materials and equipment as required.
7. To prepare and despatch tools and equipment for servicing and arranging disposal of obsolete equipment.

8. To liaise and work with staff and students on projects, supporting the development of work and projects.
9. Preparation of materials for practical lessons, primarily in but not limited to the textiles area.
10. To prepare teaching aids and student resources, such as example work, copying student resources and organising and maintaining levels of student resources.
11. Creating and maintaining displays across the department, both inside and outside classrooms.
12. Preparing and organising tools and materials for focused demonstrations.
13. To carry out demonstrations to students as requested.
14. Provide support during practical lessons across all material areas of DT and Food, such as one to one support, running equipment or providing full class support along with the teacher in some cases. To support during Y11 coursework lessons, assisting students in their projects, training and supervising students to use equipment and gathering resources for students as they are requested (which may also include researching and ordering specific materials).
15. To prepare and organise folders and name labels/spines for years 7 – 11, in both DT and Food.
16. To provide support for parents' evenings and extra-curricular activities, such as preparing the rooms for open evening and preparing resources for extra-curricular activities.
17. To attend departmental meetings.
18. To assist with filing and organisation within the DT and Food departments including organising stock cupboards and materials, copying and filing resources, and student work.
19. To assist in the management of the budget and ordering of materials for teachers, completing requisition and expense forms, liaising with the finance team and maintaining the departmental budget record.

## **Textiles**

1. Knowledge of textile materials and their use within Design & Technology projects.
2. To tidy and replenish equipment in C2 and AG21. To then liaise with the Head of Department to order new equipment as required, researching the best options.
3. To thread sewing machines and overlockers, ensuring these are ready for practical lessons as directed.
4. To wind bobbins and prepare threads for the embroidery machines and sewing machines.
5. To cut out fabric for years 7 – 11 and to organise all other material packs ready before practical lessons.
6. To replenish fabric dyes and paints.
7. To help tidy the room and equipment, including after practical lessons to ensure that the room is ready for the next class and so that equipment is all stored safely and correctly.
8. To assist students when required during lessons.

## **Food Technology**

1. To clean and maintain equipment including cookers, refrigerators and microwaves.
2. To assist in end of term deep cleaning as needed, including equipment and the storage cupboards.
3. To clean the room between lessons, including the worktops and sink areas, and assist in tidying the room between practical lessons to ensure safety and hygiene.
4. To ensure that student practical work is stored safely.
5. To clean and organise storage areas.
6. To carry out daily laundering of kitchen cloths and household linen.
7. To prepare materials for lessons as requested (e.g. weigh out ingredients) and preparing equipment.
8. To assist students when required for practical lessons, including set up and clean down before and after the lessons.
9. To keep photocopying up to date.

10. To aid with admin and filing, including expenses.
11. Creating and maintaining displays, inside and outside classrooms.
12. To report any breakages.
13. To order and maintain stock cupboard, including monitoring stock levels, liaising with teachers about what ingredients and equipment are required, and then completing orders of these in time for the relevant practical lessons.
14. To check the dates of food ingredients, ensure rotation of goods and dispose of any out-of-date items.

## **General**

1. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
2. To provide occasional support to colleagues in maintaining equipment around the site.
3. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the school.
4. To show willingness to help with occasional catering functions i.e. parent's evenings etc. (overtime would be paid).
5. To complete admin work as directed.
6. To prepare photocopying/folders for cover lessons, distributing and collecting work and ensuring that it is correctly filed and stored.
7. To photocopy/collate all PSE for Years 10/11.
8. To update all Admin PSE.

## **Contributing to the Wider Life of School**

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extra curricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.