

Ormiston Maritime Academy

Post:	Design & Technology Technician
Location:	Ormiston Maritime Academy based
Salary:	OAT- Grade 5 £30,024 - £32,061 FTE (£24,429.22 - £26,086.64 pro rata per annum)
Status:	Permanent
Hours:	35 hours per week TTO + 5 days
Responsible to:	Curriculum Leader for Vocational

Responsible for

The postholder is responsible for ensuring the effective day-to-day operation of the Design & Technology workshops, including the safe preparation, operation and maintenance of machinery tools and equipment. They will maintain a safe and compliant working environment in line with health and safety legislation, including COSHH and risk assessments, while promoting safe working practices with staff and students. The role also includes responsibility for stock control, ordering and appropriate storage of materials and consumables, as well as supporting the delivery of high-quality practical teaching and learning. In addition, the postholder will ensure that all workshop and preparation areas are well organised, clean and fit for purpose.

Main duties and responsibilities

Technical & Workshop Support

- Prepare materials, tools and equipment for practical lessons across Design & Technology disciplines.
- Set up and clear away practical activities efficiently to support lesson delivery.
- Assist teaching staff and students during practical sessions where required
- Provide demonstrations or guidance on the correct and safe use of equipment.

Machinery & Equipment Management

- Operate, maintain and carry out routine servicing of workshop machinery (e.g. saws, drills, sanding equipment, CNC if applicable)
- Perform basic repairs and maintenance, escalating issues where specialist service is required
- Ensure all machinery is safe, compliant, and regularly checked in line with statutory requirements

- Maintain records of inspections, maintenance and servicing.

Health & Safety Compliance

- Ensure full compliance with health and safety regulations, including COSHH and risk assessments
- Maintain safe storage and handling of tools, materials and hazardous substances
- Support the development and implementation of safe systems of work within the department
- Always promote and model safe working practices for staff and students

Stock & Resource Management

- Monitor stock levels of materials and consumables, ordering supplies in a timely manner
- Manage departmental inventory and ensure tools and equipment are accounted for
- Liaise with suppliers and source cost-effective materials
- Support budget control by maintaining accurate records of orders and usage

Environment & Organisation

- Assist in the development and preparation of resources to support teaching and learning
- Contribute to the development of practical projects with an awareness of industry practices
- Support enrichment activities, clubs or events related to Design & Technology where required

General Responsibilities

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired while undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Postholders may be required to work flexibly to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to be promoted and actively support the Academy's responsibilities towards safeguarding.
- The Trust expects employees to deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

DBS

- An enhanced disclosure and barring check will be a requirement of the post.

Job Title - Person Specification

Qualifications	Essential E/ Desirable D
GCSE (or equivalent) in English and Mathematics	E
Relevant vocational or technical qualification in Engineering, Manufacturing, Construction, Design & Technology or similar	D
Health & Safety qualification (e.g. NEBOSH or IOSH)	D
First Aid qualification (or willingness to train	D
Experience	Essential E/ Desirable D
Experience of working with a range of workshop machinery	E
Experience of maintaining tools, machinery or technical equipment	E
Experience working within an engineering, manufacturing, construction or technical environment	E
Experience of stock control, ordering materials, or resource management	E
Experience working in a school or educational setting	D
Knowledge & Skills	Essential E/ Desirable D
Strong understanding of Health and Safety within a workshop or industrial environment, including COSHH	E
Ability to safely operate, monitor and maintain a range of machinery and tools	E
Practical problem-solving skills and ability to carry out routine maintenance and minor repairs	E
Understanding of safe systems of work and risk assessment processes	E
Basic IT Skills (e.g. emails, ordering systems, stock tracking)	E
Knowledge of current Design & Technology curriculum or industry practice	D

Personal Attributes	Essential E/ Desirable D
Commitment to the values and ethos of Ormiston Maritime Academy	E
Positive mindset and passion for overcoming barriers to learning	E
Flexible, proactive and enthusiastic approach to work	E
Reliable, punctual and professional	E
Additional Requirements	Essential E/ Desirable D
Willingness to undertake relevant training (e.g. Safeguarding, First Aid, Trauma- Informed Practice)	E
Commitment to maintaining confidentiality and high standards of Health and Safety	E

