



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Design Technology Technician

Blessed Robert Sutton Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	The Headteacher
Grade/Salary:	Band 3 SCP 6 - 9
Contract Type:	Part time, Maternity Cover
Hours:	19.5 hours per week over 39 weeks per year
Location:	Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton on Trent, DE15 9SD

Main purpose

The postholder will work under the overall direction of the Headteacher, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The postholder will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons, undertake a practical health and safety role for the relevant departments and maintain equipment to manufacturers recommendations including the management and maintenance of local extraction systems.

The postholder will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

Duties and responsibilities

Main Duties

- To prepare materials and equipment for practical lessons.
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision.
- To maintain and monitor stock control.
- To assist the Headteacher or Line Manager in the ordering of materials and equipment.
- To carry out weekly material and equipment checks across all Technology rooms.
- To assist staff in the production and updating of Technology displays.



- To assist teaching staff in promoting and raising the profile of D&T within and outside the school.
- Supporting young people in the use of materials and equipment.
- To assist staff in the demonstration and application of machinery use to students.
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time.
- To provide technical support to staff during lesson time as required.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Headteacher.
- To maintain machinery and equipment in accordance with health and safety requirements, including CAD CAM and kitchen equipment.
- To undertake any Health and Safety checks as determined by the Headteacher or Line Manager.
- Carry out a range of administration duties including preparing cover work, teaching materials and booklets.

Resource management:

- To prepare materials and equipment for practical lessons.
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision.
- To maintain and monitor stock control.
- To assist the Headteacher or Line Manager in the ordering of materials and equipment.
- To carry out material and equipment checks across all Technology rooms at intervals defined by the Headteacher or Line Manager.
- To ensure that art and technology rooms and equipment are kept clean and tidy and that the department safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To be responsible for maintaining departmental displays of work both in the technology area and around the school.



Health and Safety/ Compliance

- To be aware of, and to comply with, all departmental, school and Trust instructions and procedures relating to health and safety at work including, but not limited to: COSHH, dust and fume extraction, fire, gas safety, first-aid, storage, lifting and handling, workshop safety.
- To contribute to safe working practice in preparation, storage and teaching areas.
- Supporting young people to work safely when using materials and equipment.
- Carry out an assessment of risks for technician activities.
- Advise staff on safety issues and trialling practical work where necessary.
- Ensure that an up-to-date COSHH inventory is maintained taking the appropriate actions as required.
- Manage departments equipment cleaning requirements.
- To assist in the production of an annual health and safety audit of the equipment and the updating of department risk assessments.

Equipment and Plant

- Manage the maintenance of the department plant, equipment and machinery ensuring that all remain compliant at all times.
- Clean department plant, equipment and machinery ensuring that each is available for use in teaching.
- Carry out maintenance checks on department plant, equipment and machinery, subject to the proviso that if a qualified tradesman is required to carry out the task, then an appropriate contractor will be employed.
- Undertake a range of maintenance duties to tools and equipment , e.g., replacing blades, cutters, abrasive and polishing media, sharpening blades, cutters and hand tools, ensuring that all equipment and tools are safe to use.
- Carry out an inventory and assist in the replacement of tools, equipment, cutters, blades, abrasive polishing media as required by the Headteacher or Line Manager.

Skills and abilities

- Support young people when using materials and equipment.
- Effectively manage and monitor health & safety within the department reporting exceptions to the Headteacher without delay.
- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Carry out equipment maintenance tasks in a professional manner with health, safety and safeguarding at the fore.



- Learn new skills and expand current skills and pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.

Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the Line Manager.
- Comply and assist with the development of policies and procedures relating to Teaching and Learning as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.



Person Specification

Design Technology Technician

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Training	Educated to A Level or above, including a minimum of 5 GCSE (or equivalent) including grade C in Mathematics and English	✓		A
	Degree or qualification in a relevant field, or have equivalent or relatable experience		✓	A
Experience	Working in a school environment or other educational setting		✓	A & I
	Working with children or young people	✓		A & I
	Proven experience of presenting information to a variety of audiences	✓		A & I
	Experience or knowledge of Technology practices and equipment		✓	A & I
Skills and Knowledge	Good understanding of health and safety and COSHH regulations in relation to Design and Technology	✓		I
	CAD experience/skills		✓	I
	Physical ability to move equipment and materials	✓		I
	Good literacy and numeracy skills	✓		A & I
	Good organisational skills	✓		I
	Ability to build effective working relationships with pupils and adults	✓		I
	A high level of technical skills to support Department staff and students	✓		I
	Ability to use specialist Design and Technology equipment		✓	I



	Ability to prepare demonstration kits for teachers to use when demonstrating practical activities	✓		
	Good level of competency in using IT applications	✓		
Personal Qualities	Flexible in terms of working hours and duties	✓		
	Able to communicate effectively	✓		
	Uphold and promote the Catholic ethos and values of the school	✓		
	Commitment to maintaining confidentiality at all times	✓		
	Commitment to safeguarding, equality, diversity and inclusion	✓		

[Add any additional qualifications, skills, knowledge or personal qualities as required]

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____