

## JOB DESCRIPTION



POST HOLDER	Technician – Design & Technology
ACCOUNTABLE TO	Subject Leader
SALARY/SCALE	NJC grade B3, SCP 7 - 11
DETAILS OF POST	26 hours per week (4 days), term time only (30 minutes unpaid lunch break each day)
JOB PURPOSE	<ul style="list-style-type: none"> <li>• Provide support to the Design &amp; Technology subject areas through preparing and maintaining resources and equipment required for use by staff and students.</li> <li>• Ensure that Health &amp; Safety in all faculty workshops and classrooms is paramount at all times.</li> <li>• Support staff and students in activities within the workshop and classroom environment.</li> </ul>
<b>MAIN DUTIES/KEY TASKS</b>  Technical Equipment responsibilities	<b>Design &amp; Technology</b> <ul style="list-style-type: none"> <li>• Maintain tools and equipment for Design &amp; Technology, ensuring that all tools, resources and equipment are stored safely and maintained regularly, according to current health and safety regulations.</li> <li>• Prepare wood materials using the planer/thicknesser, circular saw, band saw and sanders in accordance with Health &amp; Safety regulations.</li> <li>• Order equipment and stock for the Design &amp; Technology and Art departments.</li> <li>• Monitor and oversee department stock, supplies and to catalogue as required.</li> <li>• Take receipt of ordered goods, checking, recording and storing items received.</li> <li>• Prepare resource materials for lessons as required, including scanning of Computer Aided Design documents, preparation of electrical components, sheet materials and photocopying or photography of work.</li> <li>• Use key equipment such as the kiln, router and laser cutter in the preparation of students' work.</li> <li>• Ensure that rooms are equipped for design technology lessons throughout the day.</li> <li>• Assist the teachers and pupils within the workshop/classroom with the manufacture of projects across all year groups.</li> <li>• In liaison with the Site and Operations Manager, carry out minor repairs and general maintenance inspections within the department. Have an awareness of annual machine and LEV service report contents.</li> <li>• Create specific items for use across the school, for example, props for drama productions.</li> <li>• Assist staff with the mounting and display of work for classroom use and in exhibitions as needed.</li> </ul>

ST MARY'S MENSTON	Bradford Road Menston	T: 01943 883000	www.stmarysmenston.org
A CATHOLIC VOLUNTARY ACADEMY	West Yorkshire LS29 6AE	E: admin@stmarysmenston.org	Headteacher: Miss Margaret Hattersley



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Health and Safety Responsibilities	<p><b>Health &amp; Safety Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To hold a current certificate in the use and maintenance of Basic Woodworking Machinery and to ensure that Safety procedures are followed at all times.</li> <li>• Action and record logbook checks for LEV (Local exhaust ventilation)</li> <li>• Preventative maintenance program: To check and maintain equipment including specialist cleaning. Recording findings on a regular basis and reporting faults through agreed set procedures.</li> <li>• Ensure a thorough knowledge of BS4163, HSCE L114 regulations and CLEAPSS guidance.</li> <li>• Attend the school's Health &amp; Safety meetings and be responsible for the implementation and regular review of generic risk assessment for Design &amp; Technology, reporting Health and Safety concerns to the Subject Leader and the Site and Operations Manager.</li> <li>• Safely operate and demonstrate the operation and use of tools and equipment, (including computer aided equipment such as the CNC router, laser cutter and kiln)</li> <li>• Undertake appropriate training with regard to techniques, health and safety and any others relevant to the role.</li> </ul>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Provide technical support for the Art department, preparing equipment and materials in advance of Art lessons.</li> <li>• Assist the Art department with the preparation of equipment and materials for examinations, including canvas priming &amp; stretching of paper appropriate to intentions.</li> <li>• Understand the approach to risk assessment and control measures in Art. Including the use of technical processes and knowledge of specialist cleaning and equipment e.g. use of oil paints, reduction printing and clay.</li> <li>• Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota</li> <li>• To undertake First Aid at Work training and act as a First Aider</li> <li>• Assist with / attend school trips, visits and out of school activities as required to supervise pupils</li> <li>• Undertake invigilation duties as required</li> <li>• Contribute to the Catholic ethos of the school</li> <li>• Comply with the school's approved policies and procedures</li> <li>• Participate in and support the school's performance management process and attend any relevant training</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul> <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
Signed:	Date:

**Name:**