



JOB DESCRIPTION

APPENDIX 1

Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.

We are committed to safeguarding and promoting the welfare of children

Technician – Technology Department

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GRADE/SCALE: H4.6 – H4.9 (dependent on experience)

CONTRACT: FULL TIME (term time only)

HOURS: 37 hours per week

TIMES: Monday to Thursday 8am-4pm, Fridays 8am-3.30pm

WEEKS PER YEAR: 40 (Term time plus insets plus one week in summer holidays)

ANNUAL LEAVE ENTITLEMENT: 5.8 weeks to be taken during school holidays (paid pro-rata)

Purpose:

To assist teaching staff in providing students at Nicholas Breakspear Catholic School with a relevant and effective Design & Technology experience and ensure high levels of achievement.

Primary Job Functions:

Support to curriculum delivery

1. To provide support to the Design & Technology department including, but not limited to support to Technology, 3D Design, Food and hospitality and catering.

Daily/Lesson preparation

- Prepare materials and ingredients as required by the subject teacher prior to lessons
- Ensure hand tools are kept in optimum condition and stored correctly
- Organise extra equipment for lessons
- Regularly maintain the equipment and tools in the workshop and classroom areas
- Empty and clean the dust extraction filters as required by the manufacturer
- Keep all classrooms organised and free from hazards
- To assist Technology staff in developing appropriate resources for teaching and learning, include designs and drawings.



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General

- Organise materials, ingredients and tools in the Department
- Stock-taking and ordering of materials, ingredients and equipment
- Assist with organisation of trips
- Attend the annual Open Evening assisting with displays and demonstrations
- To provide support for the teacher during practical lessons on a carousel timetable
- Under the direction of the Head of Department, ensure that all Health & safety requirements are met.
- To assist teaching staff in promoting and raising the profile of D&T within and outside School.
- To support the development and delivery of Design and Technology.
- Work as part of a team within the Technology Department assisting each other as and when required
- To undertake such other tasks relevant to the work of the Technology Department or the needs of the school as they may arise.

Enrichment/Educational support

- to carry out general administrative duties, including reprographics
- to participate in extra-curricular activities
- Carry out any other duties as reasonably requested by the Senior Leadership team
- To adhere to all school policies including Health and Safety guidelines for minibus drivers

General requirements

The post-holder will be required to:

- participate in Performance Management
- act as Fire Warden and First Aider
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development
- Some heavy lifting will be required (Manual Handling Training provided)

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time. The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Person Specification

Attribute	Essential	Evidence
Educational Qualifications	<ul style="list-style-type: none"> GCSE Maths & English A*-C 	Application
Attribute	Essential	Evidence
Experience	<ul style="list-style-type: none"> Practical experience in technology, including use of machines, ie bandsaw, laser printing etc Understanding of the necessity to work as a team and support colleagues 	Application and interview
Skills/Knowledge/ Aptitudes	<ul style="list-style-type: none"> Proficient and experienced using Word and PowerPoint Ability to communicate effectively at all levels both orally and in writing Ability to operate effectively as part of a team Appropriate safety certification for use of workshop tools and equipment 	Application and interview
Attribute	Desirable	Evidence
Skills/Knowledge/ Aptitudes	<ul style="list-style-type: none"> Level 1 Safeguarding Experience in working in a secondary school / education setting Demonstrable experience as a technician Experience using CAD or equivalent 	Application and interview
Personal Qualities	<ul style="list-style-type: none"> Understanding of the School's ethos and values Excellent interpersonal skills Commitment, enthusiasm and energy A positive, calm and friendly manner A 'can-do' attitude Commitment to equal opportunities and the inclusion of all Interested in personal and professional development Hardworking and willingness to get involved in the whole school life Ability to be flexible and work effectively under pressure A good sense of humour and perspective A willingness to give generously of personal time to support school events and activities 	Application and Interview

