

JOB DESCRIPTION

NAME:

POST: Design & Technology Technician

GRADE: 3 (SCP 4-6)

Relationships

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

To provide technical and administrative support to teaching staff in the Design & Technology department including in-class support with pupil activities and to support the teaching staff within the Design & Technology department to ensure the safe and proper use and maintenance of resources and equipment.

MAIN DUTIES & RESPONSIBILITIES

- To prepare and maintain classrooms, laboratories and workshops, teaching resources and materials for use by staff and pupils ensuring an orderly and safe environment.
- To remain on stand-by during lessons to support the teacher and assist with materials, practical lessons and demonstration experiments when needed.
- To maintain and undertake basic repairs to apparatus, machinery and equipment where practical to do so or arrange alternative servicing by approved contractors.

- To ensure the organisation, maintenance, ordering and collection of supplies and equipment.
- To maintain appropriate records including stock control inventories, allocation of relevant materials and resources, department expenditure and service schedules.
- To carry out general administration within the faculty including photocopying, printing, display, taking photographs of pupil work, etc.
- To undertake first aid training and administer basic first aid as necessary.
- To be responsible for the safe handling, storage and disposal of chemicals and other materials in accordance with the relevant regulations and academy procedures.
- To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.**