



### **Job Description**

<b>Post:</b>	School Based Technician – Design & Technology Specialism
<b>Responsible to:</b>	Head of Department
<b>Salary scale:</b>	Scale 5 (£29,631-£30,954 pro rata term time plus 2 weeks)
<b>Location:</b>	Forest Gate Community School

### **Equal Opportunities**

The trust has a strong commitment to achieving the equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

### **Job Purpose**

To provide specialist support to the Design & Technology Department. To provide general support across the school as directed by the Head of Department and Line Manager.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

### **The post holder is expected to:**

1. To carry out general support tasks across the school departments as directed by the Head of Department and Line Manager
2. To work to a school agreed system for allocating tasks and to maintain true and accurate records of work done including time taken
3. To carry out specialist tasks in the Design & Technology Department as timetabled by the Head of Department
4. To construct items of equipment for demonstration purposes and or pupil's use
5. Organise and tidy working areas e.g. classroom and stockroom to keep them safe, and to ensure they comply with Health and Safety regulations including Environmental Health regulations and also Council's policy
6. To ensure all working areas and surfaces including sinks are kept clean and free of obstructions before and after lessons
7. To supervise students in practical activities as required by the Head of Department

8. To prepare classrooms for lessons including setting out and clearing away equipment
9. To set up and operate audio visual equipment when and where required
10. To check the condition of faculty equipment and to report any deficiencies or damage
11. To undertake first line maintenance and care of departmental equipment with responsibility for security and stock control procedures
12. To assist teaching staff in the preparation of printed learning materials
13. To support in other departments as required
14. To create and assist with the setting up and dismantling of displays within the department
15. To undertake the safe disposal of unwanted materials and to ensure the safe storage of potentially dangerous materials in compliance with Health and Safety Regulations and Codes of Practice
16. To be responsible for maintaining an inventory of all stock, including materials and equipment within the department
17. To check stock levels and take action to price and advise the Head of Department accordingly
18. To ensure adequate supplies of materials in support of teaching programmes
19. To place orders for the departments under the direction of the Head of Department and to ensure that orders are passed on to the Admin Office for processing
20. To ensure adequate supplies of materials in support of teaching programmes
21. To undertake such training as required to ensure the appropriate level of technical knowledge is maintained
22. To keep up to date with current H&S legislation and codes of practice including COSHH regulations

Such other duties, within the competence of the postholder as may reasonably be required.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Heateacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.