



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

DT Technician

Cottenham Village
College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	DT Technician
Responsible to	Head of DT
Full time Salary	FTE £27,275 - £28,154
Pro-Rata Actual Salary	£8,852 - £9,137 pro rata
Working Pattern	Term Time + Training days (39 weeks)
Pension	Local Government Pension Scheme
Working Hours	14 hours per week
Line Management Responsibility	No

ROLE SUMMARY

An experienced and qualified technician, who can work in a practical situation supporting the work of staff and students.

The postholder should ideally possess a variety of skills, which can include metal machinery and fabrication, woodwork machinery and maintenance and preferably knowledge of electronics and CAD/CAM.

KEY RESPONSIBILITY

The main responsibilities of the technician are to:

- Prepare materials for practical projects.
- Maintain and monitor consumables, workshop tools, equipment and PPE in D&T. This is to ensure that all students are able to access a wide range of materials and processes, as part of their Design Technology curriculum.
- To lead the department in all aspects of health and safety.
- To maintain and keep up to date with all H&S regulations, paperwork, teacher training records and machine servicing and safety checks.
- To undertake Health and Safety training as required.
- To carry out Health and Safety equipment checks across all Technology rooms.
- To maintain machinery and equipment in accordance with health and safety requirements.
- Carry out minor repairs or replacement to classroom tools, electronics equipment and machines used in the technology department.
- Construct small jigs, moulds and fittings as required.
- To provide technical support to staff during lesson time as required.
- To maintain and monitor stock.
- Ordering materials and equipment, receiving and checking of orders and deliveries.
- To support staff with practical projects as demands arise.
- 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.
- To undertake such tasks as required by the head of department.

Project Management

- Co-ordinating the requirements of teaching staff in a workshop and classroom environment, with the site team and relevant contractors, i.e., building, electrical and plumbing.
- Ensuring that dust extraction and electrical sockets within all workshops are maintained and compliant with H&S regulations.

Management within the department

- Liaise with managers, teaching staff and support staff.
- Guidance to student teachers when they are assigned to the department.
- Guidance on specialist workshop practices and operations given to both students and teachers, as and when required.
- Re-organisation of stock, tools and machinery.
- Attend meetings when required.
- Be aware of school policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to a designated member of staff.

Electronic projects

- Fault finding on circuits when not functioning.
- Supporting teachers where needed in this very specialist field.

Support to students

- Guidance to students on project design, process, manufacturing and subsequent assembly for both GCSE projects.
- To support a variety of different students, ensuring all have equal access to opportunities to learn and develop.

Health & Safety

- It is essential that all work is carried out within health and safety guidelines. The technician will be required to lead the department in all aspects of health and safety.
- Drafting machinery risk assessments.
- Representing the department at Health and Safety meetings.
- Providing safe working practices within the department for both students and teachers.
- Ensuring all relevant posters and signage are in place.
- Assisting with the H&S audit as and when required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Hold a recognised qualification in Technology and Design or have relevant practical experience or a keen interest in this field of study.	•	
Further academic qualifications or management training		•
Experience		
Technology Health and Safety training and a first aid qualification.		•
Experience of working in a school environment or with young people.		•
Experience of working in a Design and Technology environment.		•
Experience in the maintenance of tools and machinery.		•
Knowledge		
Mathematical and ICT knowledge and skills.	•	
Knowledge and understanding of Health and Safety.	•	
Ability and enthusiasm to work jointly with management, teaching colleagues and support staff.	•	
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach where necessary to achieve the desired outcome	•	
Willingness to work at short notice when required.	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org