## Design Technology Technician

## Level B - Science/Design/Technology Technician

## Grade 3 (SCP 16 – 21), £17,419- £20,139 pro rata

## Full-time (36.66 hours per week), term time only plus 3 weeks

### Purpose of Post

To support teaching and school support staff undertaking a range of tasks and duties, facilitating high quality teaching and learning for pupils and students with respect to design and technology. To provide a safe working environment for pupils/students and other colleagues.

### Reporting to

Head of Design Technology

### Key Tasks and Duties

#### Laboratory, Workshop Servicing

1. Ensure the maintenance, statutory testing, safety checking, cleaning and repair of workshop equipment, tools, including ICTand CAD/CAM equipment, and equipment required for food technology is completed in line with deadlines and to the required standard. Carry out basic repairs and obtain estimates for more complex work.
2. Prepare materials, equipment and tools required for demonstration and practical work/lessons. This could involve the routine care and own storage of resources.
3. Prepare mortar and maintain training mix to ensure it remains workable over time.
4. Supervise deliveries and maintain safe storage of materials within the department and storage areas e.g. brick, block and associated equipment/tools for construction located separate to the school, wood etc.
5. Maintain an accurate computer based inventory of all departmental apparatus and equipment for, food technology, engineering and construction. Monitor and control an efficient stock control system and associated records for the Department.
6. Retrieve, clear and clean materials and equipment used by teaching staff and pupils from work areas. Ensure where materials and equipment can be used again they are stored appropriately to be used another time, e.g. sterilisation, and manage scrap materials for re-use.
7. Maintain workshops, food technology, storage and preparation rooms in a well organised, clean and tidy condition, ensuring the safe storage and accessibility of equipment, tools and materials.

#### Technical Support

1. Deliver equipment and resources to store areas, workshops and food technology spaces and classrooms as requested. Set up materials and equipment for use in lessons, undertaking first line fault resolution as required. This could include audio/visual and ICT related equipment, as well as demonstrations/experiments.
2. Under the direction of a teacher, conduct practical aspects of design and technology work, including practical demonstrations to pupils/students across the design technology curriculum e.g. engineering, construction etc., and supervise practical work/tests as required.
3. Work with the teaching staff to prepare for lessons, including contributing ideas to relate activities to the National Curriculum, e.g. development of apparatus, equipment or teaching aids for practical sessions, trial learning activities before they are demonstrated in the classroom, or produce worksheets for agreed activities
4. Under the guidance of the teacher, support individual or groups of pupils during practical aspects of the design and technology curriculum. Give feedback on progress to the teacher as requested.
5. Provide guidance and support for the practical needs of the curriculum, including networking with other technicians within and outside the school and appropriate professional bodies.
6. Support the effective use of ICT (and CNC where appropriate) in learning activities and develop pupils’ confidence in its use and in CAD/ CAM curriculum options.
7. Act as the departmental ‘expert user’ for equipment able to train colleagues and students on safe and appropriate use.
8. Under the direction of the teacher/Head of Department, support students with extracurricular projects and lead and co-ordinate these activities including organising and attending out of school trips.
9. Deputise for Food Technology/Textiles technician during absences.

#### Supervision

1. To supervise other Technicians (Profile A) as required including; giving technical advice and guidance, giving instructions, and checking work for completion to deadlines and required quality standard.

#### Health & Safety

1. Ensure safe storage and/or disposal of equipment, materials, chemicals, perishable foodstuffs and liquids, inflammables and waste materials in accordance with School procedures and legal requirements/ regulations.
2. Responsible for the promotion and observance of a safe working environment in associated work areas, including writing and reviewing risk assessments, reviewing safety procedures, and distributing safety information for pupils and colleagues using the workshops, classrooms and preparation/ storage rooms.
3. Support the Head of Department in reviewing the Health & Safety training programme for the department and be pro-active in assessing and making recommendations for future requirements.
4. Ensure awareness of Health & Safety updates attending training as applicable and responsible for ensuring that revised/ new regulations and compliance information is made available and implemented in the department.

#### Administration

1. Operate all relevant information and recording systems, including training, cataloguing, filing, inventories, and legal records, and posting of notices e.g. relating to Health and Safety or equipment/ appliance testing.
2. Order goods and services in line with school financial procedures and curriculum required maintenance implies and assisting to account for and monitor spend of associated budgets.
3. Receive and check deliveries and associated invoices. Notify the appropriate person of any discrepancies.
4. Recommend the purchase of specific items of equipment, researching costs, seeking value for money and preparing orders in consultation with the Head of Department.
5. Undertake related administrative tasks such as photocopying or assisting with display work as required.
6. Ensure communication channels and work streams are maintained with the other part-time DT Technician.
7. Provide management information as required.

#### Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.
8. To undertake appropriate training and share skills and expertise with others as required.
9. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.

#### Contacts

Pupils, staff, suppliers/contractors and visitors

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

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| Design Technology Technician | How identified(A/I/T) |
| Essential | |
| Qualifications | |
| NVQ Level 2 in a related subject or equivalent | A |
| Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework | A |
| Willingness to gain a First Aid Certificate | A |
| Experience | |
| Practical experience of working in a design technology, engineering workshop or food technical environment | A,I,T |
| Experience of working or volunteering with school-age children/young people | A, I |
| Experience of using ICT to support completion of work tasks | A,I,T |
| Experience of working in a team and supporting others to achieve objectives and complete tasks to deadlines | A/I |
| Experience of keeping records | A/I |
| Skills and Abilities | |
| Interpersonal skills to build effective working relationships with pupils and staff across the school | A, I |
| Communication skills to give technical advice and guidance to others both spoken and in writing | A,I |
| Able to work methodically and have attention to detail | A, I |
| Analytical skills to investigate problems and information, drawing conclusions and making recommendations for action | A, I |
| Initiative to work without direct supervision and respond to unexpected problems | A, I |
| Organisational skills to prioritise and re-prioritise own workload and complete tasks to potentially conflicting deadlines | A, I |
| Knowledge | |
| An understanding of the National Curriculum for Design, engineering and/or Technology | A, I |
| When required, to wear safety clothing and PPE as appropriate to the risk assessment | A, I |
| Willingness to develop understanding of textiles & food technology support requirements. | A, I |
| Desirable | |
| Qualifications | A, I |
| First Aid Certificate | A, I |
| Experience | A, I |
| Experience of working in an educational setting | A, I |
| Experience of using CAD/ CAM packages including laser cutter and 3D printing. | A, I |
| Experience of assisting to keep financial records and follow financial procedures | A,I |
| Experience of supervising staff including giving instructions and checking work for quality and completion to deadlines | A,I |

**Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**

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| A = Application L = Letter I = Interview, T = Task |