

Job Description

Post title	Design and Technology Technician
Salary	Band 2
Responsible to	Head of Department
Responsible for	There are no direct line management responsibilities associated with this role.
Role purpose	To provide high quality technical support to staff and students within the Department.
Relevant qualifications	<ul style="list-style-type: none"> • Minimum GCSE or equivalent Level 2 in literacy and numeracy. • Experience working in Design and Technology.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

To be responsible for the organisation and delivery of an effective and efficient Technician provision within the designated Department/s.

Key Responsibilities

Key Tasks and Activities

- Work in the design technology and construction areas under the direction of the relevant Head of Department
- Operate workshop machinery to cut and prepare materials for lessons and be able to fabricate articles from wood, metal, plastic, card, etc.
- Ability to use CAD/CAM, laser cutters, electronics and produce working drawings.
- Timely and accurate preparation of specialist equipment/resources as required by staff in preparation for lessons and extra-curricular activities.

- Oversight of basic and specialist equipment especially those used in the preparation and cutting of woods and metal, checking for quality/safety, undertaking repairs/modifications within own capabilities and reporting other damages/needs to the Head of Department and Facilities Team.
- Perform repairs of equipment as appropriate and carry out general DIY duties within teaching areas as directed by the Head of Department.
- Oversee and organise the maintenance and inspections of specialist equipment and ventilation systems in accordance with current legislation.
- Undertake appropriate training in order to use specialist equipment within the Department.
- Demonstrate and assist others in the safe and effective use of specialist equipment/materials.
- Work independently with students in a directed situation and support students in accessing learning activities under the guidance of the Teacher.
- Provide feedback to students in relation to progress and achievement.
- Support staff in maintaining the Health and Safety and good behaviour of students at all times.
- Create and maintain a purposeful, orderly, tidy, safe and productive working environment.
- Keep all preparation and stock areas to a high standard of cleanliness and safety.
- Record keeping including stock take/audits and completion of Department inventory.
- Monitor and manage stock and supplies, cataloguing and securing safe storage of equipment and resources.
- Prepare resource orders for teaching staff within areas outlined by the Department.
- Provide clerical/admin support, for example, basic typing, word processing, photocopying, printing, updating displays.
- Ensure safety signage is correctly displayed in all areas and the correct level of training and supervision is in place.
- Adapt to the changing demands of the school curriculum.
- Prepare standard materials, chemicals, solutions, equipment and other learning resources for the preparation of samples, the operation of equipment and the collection of data and advise on basic materials and techniques.

- Specialise in the post-holders area of expertise but be prepared to work flexibly across all areas of the school curriculum as required.
- Work to a planned programme of work as agreed between the postholder and Head of Department during the school year with special emphasis on the work to be done during the school holidays.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies in the cluster and between the cluster and central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- 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 and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	