

Job Description

POSITION: **Art/Design Technology Technician**

SCHOOL **Secondary**

GRADE

RESPONSIBLE TO: **Head of Technology / Business Manager / Head Teacher /
Team Leader Technician / Senior Technology Technician**

RESPONSIBLE FOR:

PURPOSE OF THE POST

To provide technical support to teaching staff in the Design Technology department.

MAIN DUTIES AND RESPONSIBILITIES

1. To carry out first line servicing of machines and equipment in woodwork and metalwork rooms, to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
2. To clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities.
3. To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.
4. Under the supervision of the head of department or senior technician, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system for items with a replacement value of £50 or more.
5. To assist teachers and students during lessons. To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.
6. To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.
7. To keep sinks and work tops clean; maintain aprons in a serviceable condition; keep stock rooms and tool rooms clean, tidy and in good order.
8. To manufacture storage equipment as and when requested.
9. To assist with the maintenance and deployment of all A/V equipment within the department
10. To undertake other design technology tasks as requested by staff

11. This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSONAL RESONSIBILITIES

- ◆ To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

PERFORMANCE STANDARDS

- ◆ To ensure that all services within the areas of responsibility are provided in accordance with the School's Commitment to high quality service provision to the customer and in line with the contract with Islington Council.

PERSON SPECIFICATION

POSITION:	Design Technology Technician
School	Secondary
GRADE	
RESPONSIBLE TO:	Head of Science / Business Manager / Head Teacher / Team Leader Technician / Senior Science Technician
RESPONSIBLE FOR:	

CRITERIA

To provide technical support to teaching staff in the Design Technology department.

REQUIREMENTS

ESSENTIAL CRITERIA

KNOWLEDGE

- E.1 Possession of appropriate certificates for wood-turning, centre lathe, mill, pillar drill and bandsaw.
- E.2 Knowledge of Health & Safety legislation as it relates to the work of a school
- E.3 Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
- E.4 Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
- E.5 Knowledge of a range of design techniques
- E.6 Experience of undertaking a range of design-related tasks

SKILLS AND ABILITIES

- E.7 Ability to maintain a range of tools and equipment
- E.8 Ability to prepare equipment and materials for lessons, as requested by the teaching staff
- E.9 Ability to work in an organised and methodical manner
- E.10 Ability to identify work priorities and manage own workload
- E.11 Ability to establish positive relationships with pupils, including those with special educational needs
- E.12 Ability to maintain accurate work records and maintain inventories
- E.13 Ability to work effectively as part of a team

PERSONAL QUALITIES

- E.14 Ability to demonstrate commitment to Equal Opportunities
- E.15 Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge

DESIRABLE CRITERIA

- E.16 Previous experience of working in a design technology environment