



EBOR ACADEMY

**JOB DESCRIPTION**

**POST:**

**TECHNICIAN FOR DESIGN AND TECHNOLOGY**

**20 hours a week, established post term time only plus 2 weeks**

Pay Band 5 Pts 12-16  
Pro rata - £7730.57 - £8388.18

Responsible for the day-to-day upkeep, general maintenance and security of the Design and Technology department including curriculum support for this department with a heavy slant on the Health and safety aspects in the Resistant Materials department with the flexibility to assist in the food and art rooms.

Responsible to: The Headteacher and the teaching staff in the Design and Technology department.

**ROLE:**

To co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the curriculum.

To give technical advice and Health and Safety advice to teachers and students.

This post is to support the Design and Technology department with the preparation of learning materials. In addition this will involve carrying out audits and routine inspections of equipment. It will also involve helping to identify and make cost effective purchases for the department and organise and maintain storage areas for work and equipment. In addition you may be asked to support classroom teachers as directed.

You will need to be aware and implement your health and safety responsibilities. Provide technical support on health and safety issues knowing when to seek specialist help.

Ensure the healthy, safe storage and accessibility of equipment and materials.  
Carry out safety checks.

Carry out routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.

Specific duties for the Design and Technology department will include:-

Preparation of a range of materials for Resistant Materials, Food and Art department lessons.

Storing materials tidily and safety.

Taking stock of equipment, consumables and stationery.

Updating records and inventories.

Portable Appliance Testing of electrical equipment on a rolling programme(once trained).

Helping with displays as required.

Keeping informed of current Health and Safety regulations and maintaining safety within the department including routine checks and logs.

Assisting with relevant risk assessment paperwork.

In addition you will be expected to offer some practical assistance to the team.

To be first aid trained enabling you to assist with any first aid issues within the department. Necessary training will be given.

To participate in the school's performance management scheme.

The duties of the post may vary from time to time without changing the general character or the level of responsibility entailed. The range of duties may vary but the following gives a broad indication of what is included in the duties of the post:

### **Support for Students**

- To support students at all times in a manner which is conducive to the professional status and demands of this post.
- Deal promptly with all incidents or difficulties in line with school policies.

### **Support for Staff**

- Provide up to date and accurate information across all areas.
- Provide objective and accurate feedback in all monitoring issues.
- Keep appropriate records as agreed.
- Deal promptly with conflict, incidents and complaints in line with school and external agency policies

## **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety/security, confidentiality and data protection.
- Participate in training as required.

## **General Points**

- The above duties are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act.

## **PERSONAL QUALITIES:**

As well as possessing the necessary administrative and organisational skills, it is essential that the person has the ability to deal with a wide range of people in a patient, caring and supportive manner – it is not just the effective undertaking of necessary tasks, but the manner in which those duties are undertaken which is very important.

- (i) Committed to a friendly, welcoming approach.
- (ii) A sympathetic understanding of the role of a community school and its determination to ensure maximum use of the resources available to you.
- (iii) Tactful, intelligent administrator – good communication skills both oral and written.
- (iv) Self-motivating, observant, attentive to detail, enthusiastic and energetic.
- (v) Honest and reliable.
- (vi) Take meticulous care in maintaining equipment and site security and high standard of cleanliness and maintenance.
- (vii) Previous experience in a similar role.