



CHESTNUT GROVE ACADEMY- JOB DESCRIPTION

DESIGN TECHNOLOGY TECHNICIAN

Grade	London Scale 4 Points 7 - 10
Contract:	Permanent, 40 weeks per year (term time + 1 week) 36 Hours (excl meal breaks) 08:00 – 16:00
Reports To:	As a member of support staff, the post is professionally responsible to the Headteacher but will take direction from the Head of Design and Technology as required on a day to day basis.
Location:	The post will work primarily within the Design & Technology workshops but maybe required to work anywhere within the school.

CONTEXT:

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Teaching School Alliance, of which we are the lead strategic partner with Chesterton Primary School.

PURPOSE OF JOB:

Responsible, under the instruction of the Head of Design and Technology, to provide a technical service to the D & T department. This includes assisting in Design and Technology practical work and supporting the department's teaching staff in the delivery of the Technology curriculum.

1.0 KEY RESPONSIBILITIES & TASKS:

1.1 Supporting Teaching & Learning

- a) To be responsible for communicating effectively with DT staff in order that workshops are properly equipped for all lessons – this includes maintaining the DT computer suite and food room;
- b) To be aware of the Design and Technology curriculum and its technical needs, including those related to digital technology
- c) To prepare materials and equipment for use in Design and Technology classes – and also the food technology room.
- d) To give technical support to staff and students as required;
- e) To be responsible for the maintenance of all Design and Technology equipment. This to include:
 - Making weekly checks to ensure all tools, machines and equipment are in a safe and sound working condition;
 - Keeping an accurate inventory of all equipment;
 - Repairing/arranging for repairing and servicing of all equipment;
- f) To construct, develop and modify equipment and apparatus for teaching and extra-curricular purposes. This to include demonstration models and display boards.

1.2 Health & Safety

- a) To assist with student first aid and welfare (if trained);
- b) To be responsible for the safe organisation, tidiness and storage of all Design and Technology equipment, tools and machinery in workshops, preparation and storage areas.
- c) To advise DT staff of the implications of the department's and the school's Health and Safety policies and procedures
- e) To comply with school's and department's health and safety policy at all times

and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

1.3 Administration & Finance

- a) To provide general clerical and administrative support to the D&T department e.g. photocopying, filing, faxing, arranging for the printing of materials, preparing written materials and the production of student work using computer aided manufacturing equipment
- b) To be responsible for efficiently maintaining the department's stock-book, ensuring that accurate records of equipment are recorded and updated regularly.
- c) To advise the HOD and Business Manager on Purchasing implications as regards equipment and to ensure that any purchasing is compliant with the school's financial delegation policy.
- d) To raise purchase orders as required and to advise HOD on department's financial position at regular intervals.

1.4 General Responsibilities

- a) Any other appropriate activity reasonably requested of you by the Headteacher or member of SLT
- b) To engage actively with the performance review process and take responsibility for own development and that of the other Science Technician.
- c) To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- d) To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults.
- e) To ensure that the line manager or designated safeguarding officer is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- f) To be fully aware of and abide by all relevant school policies (ie Health & Safety, GDPR, Code of Conduct).

- g) To be aware of, and support difference and ensure Equal Opportunities for all

2.0 PERSON SPECIFICATION:

2.1 *Qualifications, experience and knowledge.*

Mandatory: GCSE Maths & English or equivalent or higher qualifications of a technical nature sufficient to be able to undertake technician duties.

First Aid at work qualification, or willingness to undergo necessary training.

Desirable: ICT qualifications,

- a) Experience in practical or technical work, preferably but not necessarily in a school;
- b) Proven ability to prepare, maintain and develop technical equipment
- c) Evidence of I.C.T. capability, particularly an understanding of CAD/CAM and basic Microsoft Office software;
- d) Awareness of current developments in the Design and Technology curriculum;
- e) A good understanding of current Health and Safety regulations;

2.2 *Competencies & Skills*

- a) Good oral communication skills;
- b) Excellent organisational and administrative skills;
- c) The ability to work under pressure and to meet tight deadlines;
- d) Excellent interpersonal skills;

2.3 **Personal attributes**

- a) The ability to work pro-actively within a team, working effectively with a range of styles and personalities;
- b) Confidence and assertiveness in dealing with staff and students.
- c) Willingness and ability to be adaptable and work flexibly, when required.
- d) Ability to keep a good sense of humour and display resilience under pressure.
- e) An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.