

# Cambourne Village College: Design Technology Technician

## JOB DESCRIPTION

Created June 2019

**Salary:** Grade 3, Point 5-6

**Hours:** To be confirmed, term time only.

### Line of Responsibility

The Design Technology Technician is responsible to the Head of Design Technology

## MAIN PROFESSIONAL DUTIES

### Purpose

- To provide technical support to the Design Technology (DT) department, keeping up to date with relevant developments
- To work with the Subject Leader for DT and all other DT staff to develop effective systems to manage resources and prepare tools, equipment and materials for lessons and displays
- To manage resources within the budget and other financial constraints placed upon the organisation
- To undertake a practical health and safety role for each department

### Operational responsibilities

- Maintain an appropriate health and safety culture, undertaking a variety of risk assessments, workplace inspections, checks and acting on any findings. Ensuring that risk assessments and other formal documentation is complete, accessible, accurate and well organised.
- Order equipment and materials following correct procedures and to assist the Subject Leader for DT in the control of the department's budget.
- To maintain an inventory of equipment for the DT department.
- Check any new orders into the DT department; follow up discrepancies and organise storage.
- To prepare materials/tools/ingredients for Design and Technology lessons, as requested by each member of department, using the appropriate machine or hand tools.
- Ensure materials/ tools/ equipment are available in each DT room.
- To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction.
- Provide support for all the DT staff in the classroom and assist pupils with routine practical tasks.
- To ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves. Liaise with the Campus Manager or Site team if the standard of cleaning falls below an acceptable level.
- To ensure all tools and equipment are stored securely after use.
- To ensure all students' work and unused material is returned to the appropriate storage area.
- To assist in preparing classroom and corridor displays. Mount and remove work as required.

- To ensure the technician's workshop is kept secure, clean, tidy and free from all hazards.
- To ensure each teaching area is locked and secure when not in use.
- To carry out daily visual checks of all machinery, before being used by students.
- To report all Health and Safety hazards to the appropriate Subject Leader.
- To ensure departmental first aid boxes are kept up to date and stocked.
- General administration tasks e.g. photocopying and filing.
- Oversee servicing and maintenance of equipment.
- Develop systems for ordering lesson equipment and removal and risk assessment awareness.
- Employ ICT to improve effectiveness of systems.
- To carry out other tasks reasonably requested head of department, in accordance with the post holder's skills and qualifications.
- To provide classroom based support for practical and ICT based activities.
- Liaise with all teaching staff to assist in developing systems and provision.
- Provide technician support in any relevant after school activities.
- Meet regularly with Subject Leader for DT for strategic planning.
- To carry out other tasks reasonably requested by Subject Leader for DT, in accordance with the post holder's skills and qualifications.

### **Performance Management**

The DT Technician will negotiate, and engage fully, with targets set annually with the Subject Leader for DT, who will monitor and review their performance in accordance with the school's performance management policy.

### **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school's performance management scheme.