



**PLYMSTOCK SCHOOL
JOB DESCRIPTION**



JOB TITLE	Design & Technology Technician
LOCATION	Plymstock School
HOURS	37hrs a week x 40 weeks
PAY GRADE	Grade D (Actual pro-rata salary £17,999 - £20,272)
ACCOUNTABLE TO:	Head of Department

JOB PURPOSE To support the Design & Technology Department to provide teachers with a range of technical support to deliver the Design & Technology curriculum to students, including advising on health and safety issues.

Duties and Responsibilities

Decision Making

1. The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

Accountabilities

2. Prepare and provide all equipment and resources for lessons across the subject curriculum
3. Create and maintain equipment and resources for lessons in a user friendly form ensuring all are in a safe working order
4. Prepare materials and resources for lessons where required by teachers, maintaining a log of all tasks using the systems in place
5. Provide a clear timetable of activities under guidance of the HOD so that all duties can be maintained and carried out effectively, with all staff being able to book support time where required
6. Clear away equipment and materials, ensuring rooms are left clean, tidy and safe. Store all equipment safely and dispose of any unwanted substances, e.g. solvents, safely
7. To support with the set-up of cover lessons by printing resources, the cover sheet and arranging the textbooks and any necessary resources
8. Daily checks of all rooms to include machine & equipment checks, recording of checks and any necessary maintenance required, and if required machines or equipment put out of action.
9. Daily cleaning where necessary, replenishing of resources such as paper, paper towels, soap and sanitizer
10. Maintain all machines & equipment in good, safe working order, repairing as necessary such as replacing worn or broken blades or parts, or requesting repairs by third party from the Premises Manager.
11. Ensure that inventories are regularly checked and updated. Keep accurate records of stock and equipment
12. The trialling of new practical projects including the production of jigs, templates and exemplar teaching resources
13. To support with the setting up of the equipment for any after school activities
14. Install and test new equipment and undertake any initial problem-solving to ensure efficient operation
15. Contribute to the development of prep room practice
16. Monitor consumable stock levels and cataloguing of resources, ordering replacements as required
17. Check deliveries of resources and equipment and ensure all items are stored safely and securely and risk assessments are undertaken where appropriate
18. Demonstrate own duties to new starters or less experienced members of staff
19. Provide lesson support for teachers where demonstrations may be required or the guidance on

particular machinery or processes, especially where equipment has high risk

20. Undertake other duties appropriate to the grading of the post, which would include attending Department meetings and Whole School Health & Safety meetings.

Demands

21. Post holder is required to carry or move equipment and materials and work in restricted positions when fixing and maintaining equipment e.g. crawling under desks to plug leads in. There will be a requirement for the movement of equipment to and from different areas, and when assisting with exhibitions, demonstrations and displays. Some cleaning duties will require bending and stretching.
22. Post holder will be required to concentrate for periods of up to an hour when answering queries from staff and pupils and when assisting the students with experiments and practical work.

Working Conditions

23. Mainly workshop conditions there will be considerable exposure to smells, noise, dust and differing temperatures.
24. Post holder will, on occasions, come into contact with hazardous substances, chemicals and processes in the workshops e.g. adhesives and solvents, foundry work and use of high risk machinery.
25. Protective clothing is required e.g. laboratory coat, various gloves, goggles and face shields, depending on the task in hand.
26. Risk Assessments and Safe Systems of Work are in place for all hazardous activities.

Skills and Technical Competencies

27. Judgemental skills will be required when installing and testing new equipment and undertaking straightforward problem solving to ensure efficient operation
28. Post holder will be required to advise and guide the students when assisting them with practical tasks and coursework
29. Interpersonal and communication skills required to advise and guide other colleagues, students, and liaising external suppliers and contractors
30. High demand for precision will be required for the construction, assembly and modification of equipment, jigs and templates used for practicals and demonstrations in preparation for lessons.
31. Keyboarding skills required for inputting and manipulating a range of data
32. Computer skills required for the set up and use of CAD packages and the various CAM machines within the department including 3D printers, vinyl cutter and laser cutters

General Responsibilities

33. Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.
34. Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
35. Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.
36. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
37. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
38. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
39. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

These responsibilities may be varied from time to time to meet the changing needs of the school, but any changes will not alter the general character of the post nor the level of responsibility

The contents of this job description are known to and have been discussed as appropriate with the member of staff in question.

Signed

Signed Headteacher Date



Plymstock School
Person Specification
Design & Technology Technician

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
GCSE English and Maths Grades 9-6 – A* - C <i>NVQ 3 or equivalent qualification or experience in relevant discipline</i>	E	√	√
Experience:			
<i>Awareness of the specific health and safety issue requirements of working in a workshop and with machines and substances</i>	E	√	√
<i>Awareness of and compliance with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection</i>	E	√	√
Knowledge, Skills and Abilities:			
<i>Numeracy & Literacy skills to fulfil the duties of the role</i>	E	√	√
<i>Background technical knowledge to support practicals, the setting up of equipment and dealing with materials and hazardous substances</i>	E	√	√
<i>Judgemental skills when installing and testing new equipment</i>	E		√
<i>Straightforward problem solving skills to ensure safe, efficient operation of equipment and tools</i>	E		√
<i>Ability to advise and guide students when assisting them with practicals and coursework</i>	E	√	√
<i>Interpersonal and communication skills with a range of stakeholders</i>	E	√	√
<i>Precision in the construction, assembly and modification of equipment used for practicals and demonstrations.</i>	E		√
<i>Keyboarding skills required for inputting and manipulating a range of data</i>	E	√	√
<i>Computer skills required for the set up and use of CAD packages and the various CAM machines</i>	E	√	√
Further Requirements:			
<i>Able to carry out the requirements of the post with reasonable adjustments where necessary.</i>	E		√