



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Design and Technology Technician</b>
<b>Academy:</b>	<b>BBG Academy</b>
<b>Salary:</b>	<b>B3 Spinal Column Point 18 - 21</b> <b>£18,870 - £20,541 FTE. Actual Salary £6,262 - £6,817.</b>
<b>Contract:</b>	<b>2 days per week, (0.4), Term Time only</b>
<b>Department:</b>	<b>Design and Technology</b>
<b>Responsible to:</b>	<b>Head of Design and Technology</b>

### **Purpose of the job:**

To work under direction of the Heads of Design and Technology to coordinate the use of resources and facilities and provide assistance and advice in the practical needs of the curriculum across the Design and Technology Department including Art, Food and DT. To give technical and health and safety advice to teachers, other technicians and students. To carry out stock control, ordering supplies and liaising with suppliers under the direction of the Trust Finance Team. To coordinate the logging of all required records for the Department as per Trust policy and relevant legislation.

### **Duties and Responsibilities**

- Offer technical support to the department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus/equipment.
- Design, construct and modify apparatus/equipment.
- Under the direction of the teacher, provide direct support for individuals and groups of students.
- Communicate effectively with all children, young people, families and carers.
- To carry out daily visual checks of all machinery, before being used by students.
- Carry out weekly safety checks as per the direction of relevant legislation and report directly to the Heads of Department.
- Carry out routine and non-routine cleaning, maintenance, testing and repairing of equipment to the required standard and if necessary recommend repair by outside contractors or replacement.
- To ensure each teaching area is locked and secure when not in use, and all power is turned off.
- To arrange for the regular safety inspections of all machinery and equipment, including the inspection of dust extraction.
- To maintain master documentation files for the department.
- Carry out a stock control, compile orders, liaise or negotiate with suppliers and maintain appropriate records.

- Assist the Heads of Department in monitoring and keeping financial records of the departmental expenditure.
- Ensure the availability of suitable materials and equipment and suggest alternatives for suitability and economy.
- To control and store safely any flammables and specialised solutions, ensuring that current health and safety and COSHH regulations are adhered to.
- To maintain all necessary safety signs.
- To assist the Subject Leader in the production of risk assessments.
- Be responsible for general maintenance and care of the Technology classrooms and store areas.
- Carry out any other such duties as agreed with the Head of Department within or outside the department

Your will also be expected to demonstrate:

- Good communication skills
- The ability to work effectively with other people (both students and adults)
- The ability to work independently, show initiative and be attentive to detail
- The ability to use technical equipment
- The ability to plan and manage own time effectively
- An enthusiastic and energetic approach to your work

#### **Other specific duties/requirements**

- To work flexible hours as required.
- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- Liaise with all areas of RMAT and outside organisations as necessary.
- Be aware of and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required.
- Participate in other learning activities and performance development as required.
- Keep up-to-date with current procedures and practices through continuing professional development.
- Participate in the Academy's performance management scheme.
- To contribute to the overall ethos/work/aims of the Multi Academy Trust
- To support the Academy's Equality and Diversity Policy.
- To appreciate and support the work of other professionals.
- To carry out any other duties commensurate with the post.

**Any Special Conditions of Service:** There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of Academy hours and off the premises, as required by the Academy. No smoking policy.



## PERSON SPECIFICATION

**Job title: Design and Technology Technician**

**Pay Range: B3**

<b>The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
<b>KNOWLEDGE/QUALIFICATIONS</b>			
NVQ Level 3 or equivalent in a relevant field		*	A/I
Appropriate First Aid Training		*	A/I
<b>EXPERIENCE</b>			
Experience of working in an academy or academy DT department		*	A/I/R
Experience of using relevant machinery and equipment	*		A/I/R
Experience of managing relevant Health and Safety records	*		A/I/R
Experience of using a variety of materials and equipment to design and build projects	*		A/I/R
Experience of carrying-out basic repairs and maintenance checks on DT equipment	*		A/I/R
<b>SKILLS</b>			
Excellent verbal and written communication skills	*		A/I/R
Good organisation and personal management skills	*		A/I/R
Enthusiasm and commitment for working with young people	*		A/I/R
Sound ICT skills		*	A/I/R
<b>PERSONAL QUALITIES</b>			
Demonstrable interpersonal skills	*		A/I
Ability to work successfully in a team	*		A/I
Self-motivation to complete required duties	*		A/I
Confidentiality	*		A/I
The postholder will require an enhanced DBS	*		C
To be committed to the Academy's policy and ethos.	*		A/I
To be committed to Continual Professional Development	*		A/I

Key: MOA=Method of Assessment, Des=Desirable, ESS=Essential, A=Application, I=Interview and assessment, R=Reference, C=Certificate