

### Person Specification Design & Technology Technician

The Futures Trust and The Hinckley School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Head of Department
<b>Grade</b>	Grade 3 – (Pro-rata Salary: £16,009 - £16,901 per annum)
<b>Hours</b>	32 hours per week or more part time available. Term time only plus one week (39 weeks)
<b>Location</b>	Based at The Hinckley School

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE grade C/4 or above in English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Possession of appropriate certificates for centre lathe, cross cutter, pillar drill, band saw, tool grinder, planer, circular saw and any other relevant qualifications appropriate to this role.</li> <li>First Aid at Work qualification (or willingness to be trained if not qualified)</li> <li>Certificate for workshop and machinery Health &amp; Safety.</li> <li>Health and Safety at Work certificate including safe storage and use of COSHH substances.</li> <li>A relevant level 3 qualification e.g. A-Level or NVQ3.</li> </ul>	Application Form. Certificates.
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively verbally and in writing to obtain and provide information, give assistance and receive instruction.</li> <li>Highly organised; able to prioritise workload, meet deadlines, remain calm under pressure and cope with interruptions.</li> <li>Able to work independently and as a member of a team.</li> <li>Able to work with adults and learners.</li> <li>Able to follow instructions and guidelines, to recognise procedures and operate in a safe</li> </ul>		Application Form. Interview. Test.

	<p>systematic and methodical way.</p> <ul style="list-style-type: none"> <li>• Able to adapt work and train in new technologies or new equipment.</li> <li>• Able to assist with demonstrations of equipment and practical exercises to learners.</li> <li>• Able to prepare and maintain tools, equipment, materials and workspaces.</li> <li>• Able to work in accordance with the school's safeguarding policies and procedures and recognise when to report concerns.</li> <li>• Able to consistently produce high quality work and maintain accurate records.</li> <li>• Able to administer first aid in accordance with training.</li> <li>• Able to liaise with external agencies in a professional manner.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 12 months working in a role providing relevant experience.</li> <li>• Safely using and maintaining relevant equipment.</li> <li>• Experience of using own initiative to problem solve.</li> <li>• Planning for the efficient and cost-effective use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an education environment.</li> </ul>	Application Form. Interview.
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of metal and wood machinery / tools (milling machines, lathes etc.) used in Design Technology including CAD/CAM</li> <li>• Knowledge of materials used in Design Technology.</li> <li>• Knowledge and understanding of health and safety issues and COSHH.</li> <li>• A basic understanding of the needs and characteristics of young people.</li> <li>• Working knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• How to administer first aid.</li> <li>• How to produce risk assessments.</li> <li>• Knowledge of 3D printing and 3D design software.</li> <li>• Knowledge of Laser cutting and 2D design software.</li> </ul>	Application Form. Interview. Test
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others.</li> </ul>		Interview

	<ul style="list-style-type: none"> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work flexibly and to attend INSET days as required.</li> </ul>		
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**Person specification reviewed by: Lisa Hickman, Headteacher**

**Date: March 2023**