

Job Description – 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.

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

Job Purpose

To deliver an efficient and effective technician support service to D&T, STEM, Food and Art which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating educational environment.

Duties and responsibilities

- Be responsible for the workshops and equipment and machinery within, including the carrying out of essential maintenance checks.
- Support the preparation of display materials and equipment for Parent's evenings / open evenings where appropriate.
- Assist with the general Health and Safety aspects of the Faculty: safe storage of all materials and equipment ensuring that current Health and Safety, COSHH, and ESCC regulations are adhered to.
- Be responsible for the provision of clean and usable protective clothing such as safety goggles and masks.
- Be responsible for the provision and maintenance of necessary safety notices, and maintain records of equipment checks.
- Prepare tools, equipment, visual aids and materials for design and technology, STEM, Food or Art lessons, resourcing lessons to meet defined learning outcomes as identified by class teachers.
- Provide technical support, advice and assistance to individual and small groups of learners under the direction of class teachers.
- Provide advice and guidance for project work, including sharing knowledge of specific aspects of new technology, software and hardware with colleagues and learners.
- Clear away tools, equipment and materials after classes, ensuring the safe disposal of waste materials.
- Undertake the care and maintenance of workshops, faculty areas, tools and equipment; ensuring security, safe storage and cleaning, carrying out appropriate repairs and reporting when any external repairs or renewals are required.

- Ensure the safe storage of potentially harmful materials, where relevant in accordance with Care of Substances Hazardous to Health (COSHH), and monitor tools, equipment and machinery on a regular basis to ensure that they are safe before issuing to learners or colleagues.
- Maintain accurate and up to date records of all safety checks and risk assessments, working with colleagues to produce and maintain Create & Perform Faculty risk assessments as required.
- Carry out all duties safely with due regard for the health and safety of others and yourself, ensuring that health and safety training, risk assessments and best practice and protocols are adhered to at all times.
- Operate an effective stock control and ordering system, including obtaining quotes from suppliers, preparing purchase orders, receiving and checking deliveries, and ensuring that relevant records and inventory checks are made.
- Test new tools and equipment and assist in the development of new practical work for lessons and exams, including innovative IT applications and adaptations.
- Carry out general clerical/admin support for the Create and Perform Faculty, and maintain confidentiality in respect of any sensitive information.
- Undertake regular first aid training and administer first aid as required.

Line Management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Technician (Design and Technology) are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Lisa Hickman, Headteacher

Date: March 2023