

### Person Specification - Technician (Design and Technology)

The Futures Trust and Stoke Park 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 £15,918 - £16,893 per annum
<b>Hours</b>	37 hours per week Term Time Only plus one week (39 weeks per year)
<b>Location</b>	Based at Stoke Park 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><input type="checkbox"/> GCSE's grade C or above in English and Maths or equivalent</li> <li><input type="checkbox"/> Certificate for Workshop and Machinery Health &amp; Safety</li> <li><input type="checkbox"/> Health and Safety at Work Certificate including safe storage and use of COSHH substances</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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 (ideally through DATA)</li> <li><input type="checkbox"/> First Aid Qualification</li> </ul>	Application Form Interview

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Able to liaise and communicate effectively via telephone and in person to obtain and provide information, give assistance and receive instruction</li> <li><input type="checkbox"/> Ability to prioritise workload to meet deadlines for the preparation of materials needed for lessons.</li> <li><input type="checkbox"/> Liaise with external agencies and firms in a professional manner Use initiative and work effectively as part of a team</li> <li><input type="checkbox"/> Maintain Workshop Health &amp; Safety Follow guidelines and recognise procedures and to operate in a systematic and methodical way</li> </ul>		Application Form Interview Assessment
<b>Skills and abilities continued</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare and manufacture teaching aids, equipment and materials following instructions given</li> <li><input type="checkbox"/> Ability to adapt work and train in new technologies and equipment</li> <li><input type="checkbox"/> Ability to operate general office equipment Able to assist with demonstrations of equipment and experiments to pupils</li> <li><input type="checkbox"/> Able to follow the school's safeguarding procedures and recognise when to report any concerns.</li> </ul>		Application Form Interview Assessment

<b>Experience</b>	<ul style="list-style-type: none"> <li>□ A minimum of 12 months working in a role providing relevant experience.</li> <li>□ Experience of using own initiative and problem solving.</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>□ General knowledge of equipment for the use of metal and wood machinery (milling machines, lathes etc used in Design Technology including CAD/CAM (laser cutter, 3D printer etc.) plus additional practical and procedural knowledge. Knowledge of materials used in Design Technology</li> <li>□ Knowledge and understanding of health and safety issues</li> <li>□ Knowledge of general office equipment, eg photocopier, computing and library services</li> </ul>	<ul style="list-style-type: none"> <li>□ Knowledge of CAD/CAM programmes</li> <li>□ Child protection and keeping children safe in education</li> </ul>	Application Form Interview Assessment
<b>Knowledge and understanding continued</b>	<ul style="list-style-type: none"> <li>• A basic knowledge of the nature of work undertaken by a Secondary School.</li> <li>• A basic understanding of the needs and characteristics of young people.</li> </ul>		Application Form Interview Assessment

<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> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Interview
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**Person specification reviewed by:** N.Bowater (Assistant Headteacher)  
**Date:** July 2020