

Job Description - 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.

Responsible to	Head of Department
Grade	Grade 3 £15,918 - £16,893 per annum
Hours	37 hours per week Term Time Only plus one week (39 weeks per year)
Location	Based at Stoke Park School

Job Purpose

Under the direction of the Head of Department, provide outstanding support and assistance in running safe areas for staff and pupils by the preparation of tools, equipment and materials for design and technology lessons.

Duties and responsibilities

- General care and use of workshops and/or department areas including general maintenance and of hand tools and equipment e.g. machine tools, appropriate repairs, safe storage and cleaning. Report on major repair or renewals where appropriate.
- Preparation and clearing away of materials and equipment including construction of equipment, visual aids displays, testing of new equipment and setting up experiments and demonstrations for staff and pupils including community classes. Use Information Technology to support the day to day management and delivery of the curriculum. Ensure safe disposal of waste materials.
- Undertake the resourcing of lessons to meet defined curriculum needs across the department identified by the class teacher.
- Test new equipment and assist in the development of new practical work for lessons and exams including innovative IT applications and adaptations.
- Create audio visual and other classroom aids including making and mounting wall displays within parameters set
- Assisting with practical work for small groups or individual guidance and advice to students, including support and advice for project work showing knowledge of specific aspects of new technology and software teaching with staff.

- Update and ensure knowledge of Health and Safety including Risk Assessments. Ensure safe storage of potentially harmful materials (COSHH regulations) and monitoring of tools, equipment and machinery on a regular basis to ensure equipment is safe before issuing to pupils or staff. Maintain records of safety checks and others required for the storage of dangerous substances.
- Operate an efficient system for stocking, storing and ordering equipment and materials, including obtaining quotes from suppliers, prepare requisitions, receive and check deliveries ensuring relevant records and inventory checks are made.
- Occasional cash handling for the purchase of consumables, as and when necessary, maintaining basic records in relation to pupil materials and purchases.
- Provide basic clerical/admin support for departments within Design Technology. Maintain confidentiality in respect of any sensitive information.
- Ensure safe storage of dangerous materials and disposal of waste materials.
- Assist with any injuries to staff and students as required. You will be expected to complete first aid training

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

Rehabilitation of Offenders Act 1974

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.

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.

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 2018. 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: N. Bowater (Assistant Head teacher)

Date: July 2020