



Job Description

Job Title: Design, Engineering & Technology Technician

Responsible To: Director of Business & Finance via Curriculum Leader of Technology
Grade: D (point 4)
Working Time: 37 hours per week term time plus one week (worked flexibly through the school holiday period)
Holidays: School holidays

KEY PURPOSE OF THE JOB

To be an active member of the school's design, engineering and technology support team, providing specialist support to both staff and students in the use of manual and computer operated machinery.

MAIN ACTIVITIES

SUPPORT FOR STUDENTS

Support students in accessing learning activities under the guidance of the teacher.

SUPPORT FOR THE TEACHER / CURRICULUM

1. Create and maintain a purposeful, orderly and productive working environment.
2. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
3. Ensure the health and safety and good behaviour of students at all times.
4. Provide clerical/admin support (ordering, checking deliveries, data imputing, photocopying, preparation for lessons).
5. Salvaging and recycling of used materials and components as required.
6. Assist the Subject Leader in the compilation, updating and recording of COSHH and Risk Assessment files.

SUPPORT FOR THE WHOLE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
2. Be aware of differentiated support for students and ensure all have equal access to opportunities to learn and develop.

3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance management as required.
7. Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.
8. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- Commitment and contribution to improving standards for students and school improvement as a whole.
- Demonstrating consistently high standards of personal and professional conduct.

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING and Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of students and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.
- To understand the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs and how these fit in to school life.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and the successful applicant will be subject to relevant enhanced vetting checks before an offer of appointment is made.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.