

***‘Helping every person achieve things they never thought they could’***

**JOB DESCRIPTION**

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| **Job Title** | **design Technology Technician** |
| **Status** | **permanent – 25 HOURS A WEEK - TERM TIME + 5 DAYS** |
| **Pay Range** | **Grade C SCP 4 - 6 (actual salary £10567.84 - £10995.12)**  |
| **Primary Purpose of the Job**  | To work with and supervise individuals and groups of children under the direction/instruction of teaching staff and to provide practical support, cleaning and routine maintenance and paperwork to ensure health and safety standards and design technology regulations are met |
| **Responsible to** | Leader of Design Technology / Leader of Art |
| **SUPPORT FOR THE TEACHER/DEPARTMENT*** Maintain a clean, purposeful, safe, productive  and orderly working environment
* To maintain and update all DT H&S documentation and records.
* Assist the teacher with learning activities to ensure high standards are met for health and safety and behaviour of students
* Purchasing, ordering and storage of materials to minimising wastage and cost
* Organisation of the storage areas and stock control
* Timely and accurate preparation of materials for practical lessons such as designs, equipment, resources and materials
* Cleaning and maintenance of workbenches, design technology machines, tools and other equipment, checking for quality and safety
* Undertake record keeping as directed
* Provide clerical/admin support e.g. photocopying, printing and displays
* Operation of every day equipment in accordance with instructions
* Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
* Prepare, issue, clear and clean, receive, monitor, maintain and store resources, ensuring safe disposal of waste
* Prepare display material and ensure displays are of a high quality
* Participate in training and other learning activities and performance management as required
* Organisation of cupboards/store rooms
* Prepare and distribute materials for practical demonstrations

**Support for the student:*** Support students in accessing learning activities as directed by the teacher and assist students with all work including practical activities

**Communications:** * To communicate effectively with the parents/carers of students as appropriate
* To follow agreed policies for communications in the school
* To contribute to the development of effective links with external agencies

**General Duties:** * To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To promote actively the school’s policies and to comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
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| **This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme** |

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| **Date Job Description prepared/updated** | June 2020 |
| **Job Description prepared by** | Mr S Cordwell / Ms L Ward |



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**PERSON SPECIFICATION**

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| **Department** | Little Lever School  |
| **Job Title** | **design Technology Technician** |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **1. Skills & Knowledge** |
| 1.1 | Able to work on own initiative as well as a member of a team | Application form/Interview |
| 1.2 | Conscientious attitude towards work duties | Application form/Interview |
| 1.3 | Adaptable and self-motivated | Application form/Interview |
| 1.4 | Ability to accept and understand verbal and written communication | Application form/Interview |
| 1.5 | Friendly and pleasant manner | Application form/Interview |
| 1.6 | A flexible approach to maintenance and cleaning type tasks | Application form/Interview |
| 1.7 | Awareness of Health & Safety | Application form/Interview |
| 1.8 | Good knowledge of relevant equipment, resources and  tools with a good standard of practical skills   | Application form/Interview |
| 1.9 | Knowledge of relevant policies/codes of practice and awareness of relevant legislation | Application form / Interview |
| 1.10 | High levels of organisational and self-management skills and ability to work independently  | Application form / interview |
| 1.11 | Ability to identify own training and development needs and commitment to personal professional development to address these needs | Application form / interview |

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| **2. Experience/Qualifications/Training etc.** |
| 2.1 | Holder of a nationally recognised qualification at Level 2 or above in English/literacy and mathematics/numeracy (GCSE grade C or above). A’ Levels desirable | Application form/Interview |
| 2.2 | Technology or Engineering background with woodwork machinery experience | Application form/Interview |
| 2.3 | **Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage | Application form/Interview |
| 2.4 | **Developing Self and Others** - Ability to question and request appropriate training and development that links to the post, to seek opportunities that add to skills and knowledge and to respond positively to opportunities that arise. To support others’ learning and share learning with others | Application form/Interview |
| 2.5 | **Health and Safety -** The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk | Interview |
| 2.6 | **Confidentiality -** To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information | Interview |
| 2.7 | **Energy Efficiency -** To be aware of the energy efficiency issues in own area of work and throughout the organisation | Interview |

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| **3. Work Related Circumstances – Professional Values & Practices** |
| 3.1 | Good time keeping | Application form/Interview |
| 3.2 | Able to work in a busy school environment and relate effectively with children and adults | Application form/Interview |
| 3.3 | High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements | Application form /Interview |
| 3.4 | Demonstrate and promote the positive values, attitudes and behaviour expected from the students | Application form/Interview |
| 3.5 | Ability to build and maintain successful relationships with staff and students | Application form / Interview |
| 3.6 | Able to improve their own practice through observations, evaluations and discussion with colleagues | Application form / Interview |
| 3.7 | Experience of a similar role within an education setting | Application form / Interview |

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| Note to Applicants**: Please try to show in your application form and supporting letter, how best you meet these requirements** |

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| **Date Person Specification prepared/updated** | June 2020 |
| **Person Specification prepared by** | Mr S Cordwell / Ms L Ward |