



Sir Robert Pattinson Academy North Hykeham Lincolnshire

Job Description

POST:	Design and Technology Technician
GRADE:	Scale 2
SALARY:	£15,806 (£18,562 pro rata)
WORKING WEEKS PER YEAR:	39 weeks (38 weeks term time + 1 week)
HOURS WORKED PER WEEK:	37 hours per week
ANNUAL LEAVE ENTITLEMENT	School holidays
RESPONSIBLE TO:	Head of Design and Technology
DISCLOSURE LEVEL:	Enhanced
SUPERVISION:	None

General Scope of the post

To provide support to staff in the Design and Technology department in accordance with Health and Safety and Academy procedures

1. Main Duties and Responsibilities:

- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision
- To maintain and monitor stock control
- To assist the Head of Department in the ordering of materials and equipment
- To carry out weekly material and safety equipment checks and repairs across all Technology rooms
- To assist staff in the production and updating of Technology displays
- To assist teaching staff in promoting and raising the profile of D&T within and outside the school

- To assist staff in the demonstration and application of machinery use to students.
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time
- To be proficient in a range of CAD software and provide technical support during lesson time
- To provide technical support to staff during lesson time as required
- Carry out weekly Health and Safety checks and repairs on all equipment and machinery and report directly to the Head of Department
- To maintain machinery and equipment in accordance with health and safety requirements, including CAD CAM and kitchen equipment
- To undertake any Health and Safety training as required by the HOD
- Carry out a range of administration duties including: preparing cover work, teaching materials and booklets
- To ensure that art and technology rooms and equipment are kept clean and tidy and that the technology/DT room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner
- Assist the classroom teacher in the logging in and out of certain items of equipment as required
- To be responsible for maintaining departmental displays of work both in the technology area and around the school
- 3. Health and Safety and Compliance
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities
- Advising staff on safety issues and trialling practical work where necessary
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Equal Opportunities
 - Health, Safety & Welfare
 - Child Protection
 - Data Protection
 - Risk Management

2. Management and Supervision of People

None

3. Creativity and Innovation

Creativity is a feature of the job but exercised within the general framework of recognised procedures.

4. Contact and Relationships

Daily contact with the Department Head, colleagues and pupils. Frequent contact with members of the Senior Leadership Team, Head Teacher, staff, pupils and visitors. Occasional contact with parents and other official visitors may occur.

5. Decisions

(a) Discretion

Working is carried out within clearly defined policies and procedures involving decisions chosen from a range of established alternatives

(b) Consequences

Decisions which have a limited and short-term effect on employees beyond immediate colleagues or on the public. Effects of decisions would be quickly known and readily amended if necessary.

6. Resources

Responsible for the proper use and safekeeping of hand tools, small items of equipment and low cost materials.

7. Work Environment

Work Demands

Work subject to interruption to the programme of tasks but not involving any significant change to the programme.

Physical Demands

Work requiring normal physical effort.

Working Conditions

Work normally performed in a heated, lit and ventilated indoor environment.

Work Context

Work involves minimal risk to personal safety of injury, illness or health problems arising from the environment.

8. Knowledge and Skills

- Knowledge of the field of Art and Design, with the ability to demonstrate practical skills in this area.
- Good understanding of presenting and displaying artwork to a high standard.
- Good understanding of Health and Safety and COSHH regulations.
- Willingness to undertake training as required and participate in the Academy's professional development programme.
- Ability to work independently and as part of a team.
- Ability to build effective working relationships with staff at all levels.
- Willingness to make a positive contribution to the Art department.
- Ability to remain calm under pressure
- Strong organisational skills.
- Excellent communication skills.

General

Equal Opportunities: The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

Health and Safety: The post holder is required to carry out the duties in accordance with the Academy's Health and Safety policies.

	Name:	Signature:	Date:
Job Description agreed by: (Post- holder)			
Job Description agreed by: (Line Manager):			
Job Description agreed by: (Headteacher)			