

**CHANTRY ACADEMY**  
**JOB DESCRIPTION**



<b>TITLE:</b>	<b>Design Technology Technician</b>
<b>GRADE:</b>	<b>Grade B, Points 3 - 4</b>
<b>HOURS/WEEKS:</b>	<b>30 hours per week, 38 weeks per year (Term Time Only)</b>
<b>WORKING PATTERN:</b>	<b>Monday to Friday - 8:15am to 3.15pm</b> These timings include a daily unpaid break totaling one hour.
<b>RESPONSIBLE TO:</b>	<b>Executive Headteacher via Assistant Principal (Raising Aspirations), via Head of Department</b>
<b>EFFECTIVE FROM:</b>	<b>Easter 2024 or ASAP</b>

**Chantry Academy Vision** – to provide learning that ensures everyone has the skills to be **Versatile**, the opportunities to exceed their **Aspirations**, the knowledge to be **Learned**, the empathy to be **Understanding**, the enthusiasm to be **Engaged** and the encouragement to be **Determined**. Our community is always **VALUED**.

**Generic Staff Requirements:**

- Raise student attainment so that all students successfully progress through the school to further and higher education and quality employment.
- Place the Academy and its facilities and resources at the heart of the community it serves.
- Model the highest professional standards to students in all aspects of the role
- Ensure that the personal and social development of students results in responsible and active citizens graduating from the Academy.
- In collaboration with others, review the impact of actions taken and respond accordingly.
- Play a role in the effective implementation of the school's safeguarding and equal opportunities policies.

**MAIN DUTIES & RESPONSIBILITIES:**

**Purpose of the Role**

To work as a member of the Technology department's technician team in support of the delivery of excellent learning and teaching.

**Duties/Responsibilities**

- Day to day safety, maintenance and first line servicing of machinery.
- Ensure that maintenance and repairs of equipment are channelled through recognised procedures.
- Assist with the preparation of all equipment and resources for demonstration purposes or for use by teaching staff and students.
- Occasional demonstration of skills to small groups
- Clean and store equipment and rooms after use and when not in use.

- Maintain strict health and safety rules.
- Dispose of unwanted items safely and in line with health and safety regulations.
- Provide basic advice and practical support to students and ensure compliance with safe working practices.
- Attend lessons to assist students with practical work.
- Maintain basic supplies, safety records, and ordering of resources.
- Assist with display of work within Technology areas.
- Working knowledge of workshop tools and machinery.

*All post holders are accountable through the Academy Performance Management Policy. The Executive Headteacher and Governors are all committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. We ensure safer recruitment procedures are effectively in place, and DBS checks or police vetting will be required for all posts.*

**Note: This job description is not prescriptive and may be changed, in consultation with the post holder. The duties and responsibilities may vary from time to time according to the changing needs of the academy. Other tasks may therefore be added through consultation. These include tasks which the Executive Headteacher may reasonably require from time to time and/or others in keeping with the aims and objectives of the academy.**

**Job descriptions will be reviewed annually.**