

Job Description

Job Title:	Design & Technology Technician
Salary & Grade:	WHFNJC L
Reports to:	Head of Faculty / Department

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Design & Technology Technician:

- To organise the provision of practical support for the relevant curriculum area (Design and Technology) for staff and students at all key stages in the school.
- To assist the respective Head(s) of Department in securing an environment in which students can safely pursue investigative practical work.

Duties and Responsibilities of the Role:

- Prepare materials, equipment and teaching aids for classroom use and student work, where appropriate at the direction of the teaching staff. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
- Oversee the work of small groups of students engaged in practical tasks, as requested by the Subject Leader/Head of Faculty/Class Teacher under the supervision of the Class Teacher.
- Assist with exhibitions, demonstrations and displays as requested.
- Monitor and achieve the efficient organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times.
- Advise members of staff and students on particular hazards and requirements in the use of equipment/materials/experiments in line with COSHH/safety/CLEAPPS guidance. Keep abreast of current safety guidelines and legislation.
- Issue and receive back materials and equipment. Check for missing and damaged equipment against inventories and inform the relevant teacher. Operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. Assist in ordering stock and checking deliveries of stock when received.
- Check and test equipment routinely to ensure its good safe working order and undertake maintenance, repairs and servicing where needed and within the limits of the jobholder's skills and training. Recommend any necessary repairs or arrange further maintenance of workshop equipment. Ensure all equipment is compliant with Electrical Safety Regulations. Arrange for annual portable electrical equipment testing and ensure associated records are maintained.

Supervision and Management

- The job holder does not have regular supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.

Creativity and Innovation (i.e. Problem Solving)

- The jobholder resolves routine problems encountered, e.g. in delivering appropriate demonstrations, experiments, exhibitions, displays and activities to assist the teacher's lesson and deliver the curriculum; identifying the best types of experiments/activities in relation to the teacher's lesson plans. The jobholder may encounter unusual or unexpected results during experiments or practical work which will require him/her to use his/her initiative to assist the students learning from the experiment/practical work during the lesson.

Decision Making

- Examples of recommendations made by the job holder include those relating to the purchase or acquisition of specialist equipment, stocks and supplies for experiments and practical work, e.g. consumables, equipment, machinery and those relating to display and exhibitions of work.

Resources

- The job holder is required to use specialist equipment, e.g. for experiments and practical work; and contributes to ordering and maintaining the stocks and materials necessary for undertaking experiments and completing practical work.

Working Environment

- The work involves some manual handling, crouching and stretching. The work is undertaken in practical workshops/classrooms.
- The job holder may use hazardous chemicals and/or equipment with some inherent risk e.g. in conducting demonstrations, cleaning materials used or practical work.
- The job holder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

Knowledge and Skills

- The job holder requires the ability to undertake a range of involved tasks relating to technical support. Level 3 competence and knowledge in the specialist area is advantageous. A good standard of practical control and organisation of the work processes is also required. A good working knowledge of design and technology is also required.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and

procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:	HR	Issue Date:	October 2022
Postholder Signature:		Signature Date:	