



THE COOPER SCHOOL

Job description for Design and Technology: Technology Technician

Reports to: Head of Design and Technology

Salary: Grade 5

KEY RESPONSIBILITIES	ACTIVITIES THAT ARE LIKELY TO BE CARRIED OUT	SUGGESTED FREQUENCY
<p>Under the overall control of the Head of Design & Technology, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Design and Technology curriculum, including liaising with teaching staff and support staff outside the department.</p>	<ul style="list-style-type: none"> ● Preparation of resources, equipment and assembling apparatus to support curriculum. ● Obtaining materials by local purchase ● Giving technical advice to teachers and students ● Carrying out risk assessments for technicians activities ● Assisting teaching and learning in practical classes and carrying out demonstrations as directed by the teacher. 	<p>Daily</p> <p>Weekly Daily</p> <p>Daily</p> <p>Weekly</p>
<p>To ensure the maintenance of a healthy and safe working environment through:</p> <ul style="list-style-type: none"> ● Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources; ● Keeping up to date with current procedures and practices through continuing professional development; ● The provision of technical advice and support on health and safety issues to teaching. ● The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards; ● The health and safe storage and accessibility of food, equipment and materials 	<ul style="list-style-type: none"> ● Keeping up to date with health and safety requirements and with developments in equipment (attending courses and reading publications). ● Giving health and safety advice to teachers and students to ensure compliance with safety regulations. ● Disposal of waste materials ● Routine checking/maintaining equipment and machinery across the Technology workshops in line with regulations and feedback from Health and Safety inspections. ● Records kept of inspections of equipment. ● Attending department meetings 	<p>As required</p> <p>Daily</p> <p>As required</p> <p>Weekly</p> <p>Weekly</p> <p>As required</p>
<p>To contribute to the design, development and maintenance of specialist resources and long-term projects.</p>	<ul style="list-style-type: none"> ● Constructing and modifying apparatus including the production of jigs and moulds as appropriate. ● Development of exemplar resources required for teaching and or students to use in lessons. ● Setting up and maintenance of the specialist equipment across the workshops including; metal lathe, circular saw, band saw. 	<p>As required</p> <p>As required</p> <p>Daily</p>
<p>To support the Head of Department in ensuring the availability of suitable materials</p>	<ul style="list-style-type: none"> ● Monitor and manage stocks, ordering as necessary 	<p>As required</p>

and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up to date stock records.	<ul style="list-style-type: none"> • Keeping records of orders and stock • Maintaining resources 	Annually As required
Under the overall guidance of the Head of Department, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	<ul style="list-style-type: none"> • Collecting, checking and returning equipment/materials and ensuring safe storage of these. • General workshop cleaning of workshops and fixed equipment • Cleaning and repair of equipment. 	Daily Weekly As required

Person Specification

	Essential criteria	Desirable criteria
Qualifications	5 GCSE's including Science, Maths and English or equivalent	Level 2 Food Safety in Catering or equivalent Health and Safety for Secondary Materials (Machinery) First Aid Qualification Higher Level Teaching Assistant (HLTA) Qualification
Knowledge and experience	Basic Computer Skills (Word etc.).	Previous experience of working in a school environment Knowledge of Health and Safety legislation as it relates to the work of a school Knowledge of Google Drive and Docs would be desirable
Skills and abilities	Ability to work effectively as part of a team Ability to prepare equipment and materials for lessons, as requested by the teaching staff Ability to work in an organised and methodical manner and display initiative Ability to identify work priorities and manage own workload within agreed parameters	Ability to carry out risk assessments in relation to working in the Technology Department Ability to maintain a range of tools and equipment Ability to maintain accurate work records and inventories
Other	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge	