**Support Staff Job Outline and Person Specification**

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| **Position Title** | Combined Role:  DT Technician (Qualified – TQ01) /  Caretaker |
| **Location** | DT Technician Okehampton College, Caretaker role across four Okehampton Schools |
| **Reporting to** | DT Lead / Premises Manager |
| **Job Term** | Permanent |
| **Work Pattern** | 37 Hours per week (52 weeks) Split 15 hours/41 weeks D T Technician & 22 hours/41weeks Caretaker + 37 hours x 11 weeks Caretaker |
| **Salary** | Grade D8 £25,992 (Full Time) |
| **Organisation** | Dartmoor Multi Academy Trust |
| **Effective date of JD** | November 2024 |

**Job Purpose:**

**Design Technology Technician and Caretaker (split role)**

**Technicians** play a vital role in the provision of high-quality teaching and learning in schools, from looking after specific equipment to helping staff to ensure that lessons are resourced effectively so that students can achieve their potential. Working conditions are varied. Technicians take on a wide range of tasks at work, which usually include some of the following:

**Main duties and responsibilities**:

**The Design Technology Technician role** will primarily support the staff and students working in the Design and Technology department. The Technician role plays a huge part in supporting high quality teaching and learning inside and outside of the classroom environments and are key to students achieving the highest possible sense of achievement and outcome.

We expect the main duties and responsibilities to include (but not limited to).

* Maintaining, cleaning, and storing equipment to expected standards including mandatory checks and in readiness for delivering teaching.
* Leading the allocation of work and performance of other technicians as and when required.
* Liaising with community groups and primary schools to develop strong school links.
* Constructing and modifying apparatus in preparation for delivering teaching.
* Setting up class tasks including specialist equipment as required and as required by teaching staff.
* Arranging with external contractors to carry out safety and maintenance checks.
* Maintaining, storing, stocktaking, and managing learning materials and resources relevant to the role, that may include dangerous chemicals and monitoring and working to set financial budgets.
* Supporting teachers in the planning and implementation of lesson practices.
* Taking an active part in demonstrations and episodes of teaching that will include supporting practical classes and providing technical assistance to students and staff as required.
* Creating, maintaining, and updating risk assessments and ensuring compliance with Health and Safety standards.
* Keeping up to date with relevant qualifications and holding relevant certifications to use chemicals, equipment and machinery as required.
* Keeping hazardous materials secure.
* Maintaining an up-to-date knowledge of working practices specific to role.
* Assisting with trips and visits as required.
* Preparing resources for college open events.
* Maintaining an up to date first aid certificate (paid for by the college) and supporting the first aid provision in the college.

**Caretaker** to assist in maintaining a high-quality educational establishment to support pupil learning. To ensure security of premises and to provide support and assistance to any other users outside of school hours. This post has keyholder responsibilities and you will be expected to be part of a call-out system on a Rota basis.

**Main duties and responsibilities**:

**Caretaking Role:**

* Caretaking and maintenance of the school sites to the required standard, to include compliance checks, general repairs, low level grounds maintenance and portering.
* Keyholder responsibilities include call out in emergencies and locking and unlocking routines.
* Performance of caretaking and maintenance tasks as directed by the Executive Principal and/or his representative to include participation in parent and community events under the direction of the Premises Manager.
* In line with the grading of this post, it is expected that this will be a proactive role regarding maintenance etc, and that professional development / training will take place to ensure competence in related

areas to allow a reasonable level of autonomy within appropriate limitations. Portering, including moving furniture and equipment.

* Supporting and assisting school staff with the provision of required equipment, i.e., tables, chairs, flip charts etc.
* Emergency cleaning (spills, etc.) to the required standard.

**Note: A courteous and helpful manner is always required.**

**Person Specification**

* + You are proactive and take a curious approach to work, with the ability to take the initiative.
  + You get your motivation from the excellent service you provide for classroom teachers and young people.
  + You pay attention to the details.
  + You stay focused, support, and achieve faculty objectives.
  + You take initiative to learn and understand the core business of

education, it’s key challenges and changes as well as thinking through

what that means for the young people of our Trust.

* + You actively pursue being able to learn and understand technical details quickly as well as grasp an understanding of complex issues and advise peers clearly and succinctly.
  + Innovative in approach and not afraid of trying something that is different and new.
  + You are forward looking - being a few steps ahead in your thinking and understanding the impact of the relationship management team on the bigger picture.
  + You have a passion for the subject that you will be working in and are able to be creative with resources and your time, working well as part of a team, but being equally able to manage your own workload independently.
  + Work across Trust sites as and when required.

**Person Specification:**

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| **Criteria** | **Essential** | **Desirable** |
| Professional Qualifications and Learning | A level or equivalents of specific requirements for the role. Level 2 In numeracy and literacy sufficient to carry out the duties of the post.  A working knowledge of ICT skills is sufficient to carry out the duties of the post.  Experience working with similar machinery and or subject specific equipment.  Subject specific qualifications and certifications as required for the role.  Monitor condition and shelf life of all apparatus and machinery if appropriate  with reg health and safety checks | Role / Subject specific qualifications |
| Experience | Recent experience in subject area.  Experience of dealing with young people  Good knowledge and understanding of Financial Procedures |  |
| Skills, Knowledge, and Capability | Good MS Office skills, able to present work effectively, and use Outlook and Word effectively. |  |

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|  | Experience of general admin and specific subject systems.  Excellent written and oral communication  Excellent time management and organisational skills with a high degree of accuracy  Ability to prioritise self and others.  Attention to detail. Ability to multi-task  Ability to use initiative and work independently.  Resilience to cope with the demands of working in a school.  Ensure specific debris and hazardous materials according to Health and Safety guidance within subject area.  Diagnosing faults and taking necessary action includes proposal of alternatives for damaged/faulty equip and machinery.  Maintain all safety equipment used by all staff, teachers, and students |  |
| Additional | Good communicator with  young people, staff, and parents. |  |

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|  | Commitment to the highest standards of child protection.  Commitment to equal opportunities – and to upholding the school values.  Approachable and friendly person. |  |

The performance of any other duties within the general range of the job description as required by the Executive Principal and/or his representative.

In undertaking these duties, Health and Safety policies must be followed.

**Data Protection / General Data Protection Regulations Compliance**

Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide by all Trust policies relating to the use of data including but not limited to:

* + Acceptable Use Policy
  + Records Retention Policy
  + Personal Data Breach Procedure
  + Employee Code of Conduct
  + Social Media Policy
  + Use of Personal Devices Policy
  + E Safety Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers’ contracts of employment starting on the first day of term while recognising the need to be aware of and planning to support pupil’s needs.

**All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).**