

## DT Technician

- Responsible to:** Head of Design and Technology
- Grade:** L2
- Conditions:** 20 hours per week, 39 weeks per annum

### Purpose of Post:

To provide practical assistance in all the Design Technology areas: Food, Textiles and Engineering

### Role Responsibilities:

#### Food:

- Source and maintain consumables, ensuring good stock control.
- Store all foods safely, ensuring that current food hygiene and safety guidelines are followed.
- Operation of cookery equipment and arrangement for appropriate maintenance and servicing.
- The school supplies PP students with ingredients for practical sessions. You will take the lead in managing their chosen recipes, ordering their ingredients and portioning out ready for the practical sessions.
- Keep sinks and worktops clean to the standards required by the food technology teacher.
- To keep stock rooms and equipment clean, tidy and in good order, including cookers.

#### Textiles:

- Set up the sewing machines so they are ready for student use.
- Prepare fabrics and threads as per the teachers instructions.
- Work with fabric dyes e.g. tie dye.
- Maintain machines.

#### General:

- Prepare resources needed for practical lessons (in all areas).
- Assist in practical classes when necessary.
- Work with small groups to assist with paperwork tasks as directed by the class teacher.
- To organise and provide materials including handouts for lessons, projects and demonstrations.
- Assist with displays of student work and other equipment; display mounting and support with exhibitions, parents' evenings and open days/evenings.
- Construction and/or modification of simple teaching aids.
- Assist with cataloguing/photographing students practical work.
- Deal with emergencies in classes, ie; breakages and spillages of food and other consumables.
- To provide effective and efficient technical assistance to teaching staff and students within the department.
- The technician will work with other technicians and teachers within the faculty to do joint projects as needed, keeping up displays, organising rooms for classes when exams are taking place and other roles as required.
- The role will include the managing and cleaning of subject specific laundry and equipment.

- Checking that health and safety requirements are being followed.
- To follow the school's policies and procedures for securing the safeguarding and welfare of students and staff.
- Ensure hand tools are kept in optimum condition and stored correctly.
- Organise extra equipment for lessons.
- Regularly maintain the cupboards, equipment and tools in the workshop and classroom areas.
- Empty and clean the dust extraction filters as required by the manufacturer.

### **DIMENSIONS:**

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: classroom materials, equipment and resources

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Challney High School for Girls policies are reflected in all aspects of his/her work, in particular those relating to; Equal Opportunities, Health and Safety, Data Protection Act (2018)

**All personnel may be required to work across all schools by agreement with the Chief Executive.**

### **Safeguarding Children**

#### **CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.**

**CVs will not be accepted for any posts based in schools**

# PERSON SPECIFICATION

## DT TECHNICIAN

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirability (D):- useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

| Attributes              | Essential  | How Measured   | Desirable  | How Measured              |
|-------------------------|--|--|--|---------------------------|
| <b>Experience</b>       |  |  | Experience of working in an educational setting<br>Experience of fDT preparation<br>Experience of using machinery to prepare materials<br>ICT skills | 1,2<br><br>1,2<br><br>1,2 |
| <b>Skills/Abilities</b> | Basic literacy and numeracy skills<br>Have excellent verbal and written skills in order to communicate effectively.<br>Ability to work without supervision and as part of a team<br>Able to use initiative to prioritise and organise workload to meet conflicting deadlines.<br>Able to keep accurate records and use these to inform judgements<br>Able to work accurately<br>Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English | 1,2,4,5<br><br>1,2<br><br>1,2<br><br>1,2,5<br><br>1,2<br><br>1,2,5 | Ability to use Microsoft packages and the internet.<br>Ability to use Google software<br>Ability to work within health and safety guidelines         | 1,2                       |

|                             |   |                                 |  |  |
|-----------------------------|---|---------------------------------|--|--|
| <b>Competencies</b>         | Able to demonstrate:<br>Appropriate motivation to work with young people<br>Ability to form appropriate relationships with young people<br>Emotional resilience in working with challenging behaviours<br>Appropriate attitudes to use of authority and maintaining discipline. | 1,2<br>1,2<br>1,2<br>1,2<br>1,2 |  |  |
| <b>Equality Issues</b>      | Able to recognise and act upon common forms of discrimination   | 1,2                             |  |  |
| <b>Specialist Knowledge</b> | Knowledge of Health & Safety  | 1,2                             |  |  |
| <b>Other Requirements</b>   | Willingness to commit and participate in further training and development opportunities<br>Willing to liaise with companies online in ordering materials<br>Able to travel to local shops, suppliers and supermarkets for the purpose of sourcing materials when required       | 1,2<br>1,2<br>1,2               |  |  |

1 = Application Form

2 = Interview

3 = Test

4 = Proof of Qualification

5 = Practical Exercise

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)
- (iv) Code of Conduct

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.