



**Job Title:** Design and Technology/Art Technician

**Grade:** Grade 7

**Responsible To:** Executive Headteacher

**Job Purpose:**

To support the teaching of Design & Technology subjects by developing, preparing and maintaining appropriate facilities, equipment, and materials for use by teachers and pupils.

**MAIN DUTIES AND RESPONSIBILITIES:**

These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To optimise the use and availability of D&T and Art resources.
2. To ensure that the workshop, preparation and storage areas are kept clean and tidy.
3. To develop technical expertise in the equipment, software and machines used in D&T and Art.
4. To ensure that all workspace and equipment is maintained in a safe condition for use.
5. To maintain adequate stocks of consumables, spare parts, etc.
6. To store all equipment and materials in accordance with appropriate legislation and guidelines.
7. To maintain good relationships with staff, pupils, parent/carers and visitors.
8. To implement and promote the School/College and Leicester City council's policies and procedures relating to all areas of employment and service delivery.

**Summary of Job Tasks**

**Summary of job tasks:** The tasks listed are, generally, only those taking at least 10% of the post holder's time.

1. Manages allocated human, material and financial resources, monitoring & reviewing budgets where applicable.
2. Prepares and clears away practical resources for D&T and Art lessons and projects as directed by teaching staff.
3. Assists teachers in the classroom including practical instruction of groups of pupils.
4. Investigates costs and develops D&T and Art projects under the direction of the teaching staff.



5. Regularly checks, maintains and repairs items of equipment and monitors stock levels of equipment, spare parts, machinery consumables, etc. ordering replacements when necessary.
6. Recommends and advises the Department/Faculty Head of any new equipment, materials or major repair requirements.
7. Assists in the design and manufactures items, templates etc for use in lessons, projects, etc.
8. Familiarises themselves with, and instructs others in the use of new equipment, machinery and software.
9. Assists in the development and maintenance of PC equipment and software used in D&T/Art.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities 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 themselves justify a reconsideration of the grading of the post.**

**Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

**Job Title:** Admissions Officer

**Grade:** Grade 9

	Essential	Desirable	How assessed
<p><b><u>Hold at least one of the following qualifications:</u></b>            A level of numeracy and literacy sufficient to carry out the duties of the post.</p> <ul style="list-style-type: none"> <li>• See Level Criteria Matrix attached for requirements at different levels.</li> </ul>	x		App/Doc
<p><b><u>Experience</u></b>            Experience of working with woods, metals, plastics, etc and associated machinery.            Experience in working in a relevant design/machine/work shop environment.</p> <ul style="list-style-type: none"> <li>• See Level Criteria Matrix attached for requirements at different levels.</li> </ul>	X		App/Int/ Ref
	X		App/Int/ Ref

	Essential	Desirable	How assessed
<p><b><u>Skills/Attributes</u></b></p> <ul style="list-style-type: none"> <li>• Willing and able to study and obtain further skills, training and qualifications as necessary.</li> <li>• Willing and able to occasionally work outside School/College hours and holiday periods, e.g. parents evenings, exhibitions, etc.</li> <li>• <b>Must satisfy relevant pre-employment checks.</b></li> <li>• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</li> <li>• See Level Criteria Matrix attached for requirements at different levels.</li> </ul>	X		App/Int
	X		Int/Ref
	X		Int/Ref
	X		Int/Ref
	X		Int/Ref

## Level 2 Matrix Criteria

<b>People Management</b>	<p>Carries out basic instruction whilst assisting teachers and other technicians.</p> <p>Carries out more complex instructions whilst supporting teachers/technicians in the delivery of the curriculum.</p>
<b>Creativity required</b>	<p>Undertakes maintenance and carries out basic repairs to D&amp;T equipment.</p> <p>Assists in identifying materials that might be used in the school/college.</p> <p>Ensure H&amp;S guidelines are adhered to at all times.</p>
<b>Contacts</b>	<p>Assists teachers and other technicians in the preparation and clean up of classroom areas, prior and following a session.</p> <p>Assists with contacting local trades people to arrange minor repairs to materials/equipment.</p> <p>Assists in the research for new and replacement equipment/materials by identifying outside suppliers.</p> <p>Accompanies pupils when undertaking outside trips or visits, usually in conjunction with the respective teachers.</p>
<b>Decision making</b>	<p>Advise on basic ICT operational actions e.g. save to file instead of print.</p> <p>Organises own work to achieve deadlines.</p> <p>Decides what needs to be carried out when undertaking basic repairs to D&amp;T equipment.</p>
<b>Objectives</b>	<p>Ensures classroom environment is set up in a way that complies with H&amp;S guidelines.</p> <p>Carries out basic maintenance and/or repairs in a safe way that protects future users.</p>
<b>Resources used or managed</b>	<p>Undertakes, in a safe way, repairs and/or basic maintenance if practical.</p> <p>Assists in the recording and maintenance of all records.</p> <p>Ensures equipment is maintained in a safe and secure way.</p>
<b>Interruptions and conflict situations &amp; frequency</b>	<p>Breakdown and repairs cause interruptions.</p> <p>Assists to ensure lesson and exam times are adhered to.</p> <p>Assists in maintenance programmes.</p>
<b>Physical effort &amp; IT use required</b>	<p>Standing for long periods of time within the classroom/Lab situation</p> <p>Preparing for the session involves use of equipment, lifting, etc.</p> <p>Uses equipment such as laser cutters, routers and audio visual equipment / ICT software (1-2 hours a day).</p>
<b>Working conditions</b>	<p>Would be subjected to dust, swarf and other debris from metal/wood cutting activity every day.</p>
<b>Risks encountered</b>	<p>Prepares and clears away of equipment, materials and chemicals on a daily basis.</p> <p>Operates electrical/electronic machinery, saws, cutters, drills etc on a daily basis.</p>



**Knowledge  
and Skill  
levels required**

Knowledge of D&T subjects taught in the school/college  
Able to carry out basic instructions, preparatory and clearing tasks  
Able to carry out basic maintenance and repairs to D&T equipment  
Willing to develop and maintain an understanding of Health and Safety issues.  
Knowledge of at least 2 x D&T subjects sufficient to support the curriculum in the school/college  
Knowledge of D&T equipment and software  
Able to carry out more complex instructions  
Able to organise own work and achieve deadlines with minimum supervision