



# **Design Technology Technician**

## **Job Description & Person Specification**

**Updated June 2024**

## Welcome!

Thank you for your interest in our vacancy. Priestlands School is an Academy in the New Forest with 1242 students and 165 staff.

We are looking for someone who is able to join us in September. This post will appeal to someone who is naturally comfortable in the presence of young people, as it involves working closely with staff and students in our Design Technology Department. The successful candidate will have workshop machine skills as well as relevant work experience, although further training and induction will be provided; flexibility and a sense of humour are also essential! You will find further details in the job description and person specification. Previous experience of working with students, particularly at Key Stages 3 & 4, may be an advantage.

The successful candidate will benefit from the perks of working within a school, including 13 weeks off per year. There is a generous employer contribution to the pension scheme, free on-site parking and access to the student canteen where discounted meals are available. In addition, the school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters.

The post is currently 34.5 hours per week; the actual working hours being 8.30am to 4.00pm Monday to Thursday, and 8.30am – 3.30pm on Friday, including a 30 minute unpaid lunch break each day. The actual salary for those hours would be £18,485 - £19,305 per annum (equivalent to £23,115 - £24,140 pa full-time, Grade C). However, we are happy to consider applicants who are interested in working fewer hours per week for which the salary would be adjusted accordingly. Please indicate your preference on your application. You will receive your salary in 12 equal payments. The post is for 39 working weeks per year (term time only), but you will be paid for 44.60 weeks of the year to include holiday pay. This means that you are not entitled to take time off during your 39 working weeks.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

To apply for the post, please click on the application form link on My New Term, our recruitment platform and complete the online form.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. We reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

If you have any further queries, please do not hesitate to contact us. We look forward to hearing from you.

## Job Description

Responsible to: Headteacher

Reports to: Head of Design Technology

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Salary: Grade C: Full-time £23,115 – £24,140pa, pro-rata for part-time

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### List of Principal Duties

#### Equipment

- Tool and machine maintenance
- Replace belts, sharpen edges, machine adjustment and oiling etc
- Cleaning of equipment
- Provide emergency technical assistance when there is either a breakdown of equipment, or a serious breakdown in general servicing
- Monitor equipment on loan to other departments
- Reasonable repair and maintenance of equipment across department
- Organisation of repairs or specific maintenance

#### Lessons

- Preparation of equipment and materials for lessons, both for demonstration and class use
- Checking materials and equipment for quantity and damage before and after use by a class
- Construction and repair of teaching aids
- Assist staff with class practical work
- Use CAD, CAM and CNC machinery (with suitable training) to help support students' project work
- After school support for students' coursework, up to 4.00pm

#### Rooms & Stock

- (3 workshops, 2 store rooms, 1 textiles room, 2 food rooms, 1 preparation room)
- Maintenance of workshops to ensure a clean safe and orderly environment
- Clean down prep room at the end of each day and ensure all materials are stored securely away
- Maintain appropriate levels of consumable items in workshops
- Maintain inventory of materials and equipment and associated stocktaking duties
- Place stock orders and check deliveries

#### Health & Safety

- Inform staff of potential problems with equipment and other safety matters
- Ensure flammable liquids and dangerous substances are confined to safe working areas of the workshop and away from all heat
- Adhere to current Health & Safety requirements

#### Other

- End of day security and computer shut down
- Duplicating and photocopying
- Other tasks that may be requested by the Head of Department from time to time within the purview of the post

**General**

- Collaborate and work with colleagues and other professionals within and beyond school
- Communicate effectively with other staff members and students, and parents/carers as necessary
- Attend and contribute to meetings as required
- Attend training sessions as required
- To act in accordance with the School's policies, including the requirements of Keeping Children Safe in Education (KCSIE), the school's child protection policy and GDPR among others.
- To carry out any other duties commensurate with the level of the post

**This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required. It will be reviewed annually during the appraisal cycle and may be subject to modification or amendment following discussion.**

## Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and training	A good standard of general education, including evidence of GCSE English & Maths at Grade C or above (or equivalent).	Evidence of qualifications in this area.
Experience	Relevant work experience.	Relevant work experience in a similar environment.
Qualities, skills, knowledge and abilities.	<p>Workshop machine skills.</p> <p>Strong communication and interpersonal skills; able to communicate and explain technical information to students in a clear and simple way.</p> <p>Confident in working with young people and enjoy a good rapport with them.</p> <p>Able to build excellent working relationships with a range of colleagues.</p> <p>A good general understanding of ICT and confidence in using it.</p> <p>Able to work independently, accurately and with initiative.</p> <p>Team player with a 'can do' positive approach, and a willingness to learn.</p> <p>Able to work calmly and with patience.</p> <p>Flexible; able to adapt quickly and effectively to changing circumstances or situations.</p> <p>A sense of humour.</p>	<p>Knowledge of PC Based systems, Microsoft Office &amp; Windows.</p>
References	Supportive.	