

KIRKLEES COUNCIL

SECTION: ALL SCHOOLS MODEL - TECHNICIAN

JOB TITLE: TECHNICIAN (DESIGN & TECHNOLOGY)

GRADE: 5

PURPOSE OF JOB

Under the direction and guidance of the *Head of Department/Technician Manager/Senior Technician*, to co-ordinate the use of the 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.

KEY AREAS

1. Workshop Servicing
2. Construction and Repair
3. Health and Safety
4. Advisory
5. Administration
6. General

DUTIES AND RESPONSIBILITIES

1 Workshop Servicing

- 1.1 To assist in the maintenance of materials, stock and equipment required for demonstration and for practical work in all workshops.
- 1.2 Under the supervision of the Senior Technician and/or Technician Manager, set up demonstration practicals as requested, ensuring they work effectively and are cleared away.
- 1.3 To assist in the general maintenance of the workshop ensuring that all surfaces and equipment are clean and safe to use.
- 1.4 To deliver equipment and resources to workshops or classrooms as requested.

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1.5 To collect, clean, check and return materials, tools and equipment to stores.

1.6 To set up ICT and multi-media equipment.

2 Construction & Repair

2.1 To maintain and repair workshop tools and equipment to required standards, including obtaining estimates for more complex repair work.

2.2 In consultation with the Senior Technician to test new equipment and devise new practical work.

2.3 To construct and/or modify of workshop resources for use and display.

3 Health & Safety

3.1 To assist in the safe storage of and/or disposal of equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the workshop).

3.2 In liaison with Senior Technician, inspect, maintain and ensure correct use of safety equipment.

3.3 To keep up-to-date with health and safety requirements and with developments in practical science. (Attending courses and reading publications.)

3.4 To give health and safety information to technical staff, teachers and pupils/students.

4 Advisory

4.1 To operate a loan system for equipment internally and with other schools, advising on suitability of materials, tools and equipment and practical work.

4.2 In consultation with the Senior Technician or Technician Manager, maintain awareness of current developments through appropriate training.

5 Administration

5.1 To assist in the operation of an efficient system for ordering, stocking, storing and distributing of items used in the Design and Technology Department, including any associated record keeping.

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- 5.2 To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate to Health and Safety and equipment/appliance testing.
- 5.3 To receive and check deliveries and associated invoices.
- 5.4 To obtain materials by local purchase.

6 General

- 6.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.
Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 6.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: Head of Department/ Technician Manager/
Senior Technician **(school to indicate)**

RESPONSIBLE FOR: None

JD Reference No	SS/T05/DT
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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