



## JOB DESCRIPTION and PERSON SPECIFICATION

**SCHOOL:** St Augustine's School

**JOB TITLE:** D&T, Art and Food Technology Technician **Grade 4** (5-7) (Technician Duties)

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

**PURPOSE:**  
To work under the direction of the Head of Faculty and Teachers within the faculty to ensure the effective running of the technical support to the faculty, with regard to preparation of materials, support for pupils and staff with lessons. You will also ensure that all faculty Health and Safety protocols are adhered to.

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
<b>Instructor Accountabilities</b>	
1.	To promote and safeguard the welfare of children and young people.
2.	Be proactive in the promotion of the welfare, health and safety of children and young people.
3.	Creates and maintains a purposeful, orderly and supportive environment which fits with the ethos of the school.
4.	Supports pupil's growth, confidence, positive attitude and intellectual development.
5.	Establishes constructive, positive and respectful relationships with pupils and interacts with them according to individual needs.
6.	Promotes the inclusion, engagement and participation of all pupils.
7.	To support the subject enhancement of trainee staff by teaching the correct use of a range of machines, tools and techniques.
8.	To advise on production processes and support whole class practical learning. Extra support in lessons with specialist staff is important for both safety and progress in lessons.
9.	To work with small numbers of students on small scale work such as soldering, food preparation etc.
10.	To plan for and sometimes deliver workshop demonstrations.
11.	To have an understanding of teaching pedagogy and delivering lessons.

<b>Technician Accountabilities</b>	
1.	To promote and safeguard the welfare of children and young people.
2.	Be proactive in the promotion of the welfare, health and safety of children and young people.
3.	Creates and maintains a purposeful, orderly and supportive environment which fits with the ethos of the school.
4.	To prepare materials and kits of components and resources to staff requirements for use by students in the classroom, e.g. cutting pieces of MDF, wood, metal and plastic to the required size, plugging clay and constructing frames or Art work.
5.	To manage stock control of materials for the department and liaise with the Head of Faculty to place requisitions.
6.	Under the supervision of the teacher, to work with pupils on practical work in lessons, this could be helping them prepare products for their coursework. This might be an individual student or with a small group of students needing technician input.
7.	To ensure machine Maintenance is completed regularly and maintenance logs are completed. In food, ensuring maintenance of equipment and hygiene standards, ensuring all logs are completed, for example fridge temperature checks.
8.	To be responsible for Health and Safety documentation and keeping it up to date, including risk assessments, method statements and COSHH documentation. You will prepare risk assessments for equipment in the department and ensure they are kept up to date and that staff are informed of the risk assessments along with any changes, as well as delivering training on the safe use of equipment.
9.	To complete the DATA (Design & Technology Association) Health and Safety Training for schools and relevant food hygiene certification.
10.	Keep updated the current maintenance log for all equipment to log all servicing and maintenance to ensure compliance with Health and Safety Requirements to maintain all equipment.
11.	To keep the workshop organised and in safe working condition. To maintain machine areas including removing dust, waste and any obstruction on a weekly programme.
12.	To prepare sample pieces / moulds / jigs / art work / food samples.
13.	To manage PPE stocks.
14.	To partake in extra-curricular activities such as preparing equipment and props for exhibitions.
15.	To set up audio/visual and computer equipment for D&T when and where required.
16.	To fit out teaching and resource areas, i.e. putting up shelving notice boards whiteboards constructing benches for computers and other equipment, e.g. fitting vices. You will use problems solving skills to support design solutions for storage and working situations.
17.	To carry out repairs and adaptations to machines and items of equipment where possible to prolong their useful life. To maintain hand tools in good working order including sharpening when required. To also recommend when engineers are required.
18.	In school holidays support with basic compliance checks under instruction from Site facilities officer / Campus manager / Head of Department.

19.	Collect and maintain data on food allergens, and ensure all relevant staff aware of pupils with allergies or dietary needs.
18.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the schools, as your employer and you as an employee of the school. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.
<b>GENERAL:</b>	
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School and before and after the school day.	

<b>DIMENSIONS: All sections should be completed – if there aren't any state 'none'</b>	
<b>1. Responsibility for Staff:</b>	To work in close communication with other Instructing Technicians
<b>2. Responsibility for Stakeholders/Clients:</b>	Under the direction of the Teacher/Senior Leader, responsibility for an identified group of pupils.
<b>3. Responsibility for Budgets:</b>	None.
<b>4. Responsibility for Physical Resources:</b>	Safe use, moving and storage of all equipment used in the course of the role. All technical equipment in D&T. Fixed and portable storage of materials and equipment in all rooms.
<b>DECISION MAKING: These decisions should relate specifically to the principal accountabilities.</b>	
<ol style="list-style-type: none"> <li>1. Routine decisions in line with good practice</li> <li>2. When to involve senior member of staff</li> <li>3. Decisions on implementing risk assessments and ensuring machinery complies with the required standard and that staff are trained in the safe use of equipment.</li> <li>4. Advise teaching staff on the correct procedures to follow to ensure equipment is used safely by students.</li> </ol>	
<b>WORKING RELATIONSHIPS: All sections should be completed – if there aren't any state 'none'</b>	
<b>1. Within Service Area/Section:</b>	Colleagues within the school. Interacts with all members of the teaching staff in both Design Technology in order to discuss and take responsibilities for tasks.
<b>2. With Any Other Areas (where applicable)</b>	Educational support staff and educational support services.
<b>ORGANISATION CHART:</b>	

Head of School

Head of Department

Teacher

Technician

	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).							
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).							
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.							

<b>PERSON SPECIFICATION</b>	Tick relevant column	List code/s*
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<p><b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b></p> <p><i>*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
<b>1.</b>	<b>Qualifications:</b>			
1.1	GCSE English and Maths Grade A-C (or equivalent – eg Certificate in Adult Literacy / Numeracy Level 2)	√		AF/CQ
1.2	Health and Safety at Work Certificate / willingness to undertake	√		AF/CQ
1.3	Safeguarding Level 1 / willing to complete	√		AF/CQ
1.4	Bespoke training relevant to role, including First Aid		√	AF/CQ
1.5	Woodworking machinery certificate		√	AF/CQ
1.6	Food hygiene level 2 or equivalent certification or willingness to undertake	√		AF/CQ
<b>2.</b>	<b>Relevant Experience:</b>			
2.1	Able to work with a range of timbers, metals and plastics associated with workshop processes.	√		AF/I/R
2.2	Ability to conduct risk assessments, ensuring compliance.	√		AF/I/R
2.3	Mechanical experience in order to use machines safely and confidently.	√		AF/I
2.4	Engineering or construction working background		√	AF/I
2.5	Working in a school in a similar role		√	AF/I
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p><b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b></p> <p><i>*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
3.1	Motivation to work with children and young people in education	√		AF/I/R
3.2	Ability to work constructively, positively and proactively as part of a team.	√		AF/I
3.3	Ability to form and maintain appropriate relationships and professional boundaries with children and young people.	√		AF/R/I
3.4	Patient and confident in working with young people	√		AF/R/I
3.5	Strong practical skills – Joiner/Engineer based trades or training background	√		AF/R/I
3.6	To train others on the use of machines and carry out basic service repairs.	√		AF/R/I
3.7	Excellent organisation skills, with ability to prioritise and plan ahead to meet deadlines/teaching requirements.	√		AF/R/I

3.8	Excellent creative skills to support students learning.	√		AF/R/I
3.9	To be able to learn and operate software to operate and test machines such as laser cutters.	√		AF/R/I
<b>4.</b>	<b>Knowledge:</b>			
4.1	Understanding of child development and how children learn		√	I
4.2	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		AF/R/I
4.3	Knowledge of Health and Safety and compliance requirements	√		AF/R/I
<b>5.</b>	<b>Interpersonal/Communication Skills: Verbal Skills</b>			
5.1	Proactive in approach using initiative and flexibility.	√		AF/R/I
5.2	Ability to interact well using courtesy, tact and diplomacy and negotiation skills	√		AF/R/I
5.3	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	√		AF/R/I
5.4	Speaks clearly and accurately using grammatically correct spoken English in order to issue clear and concise technical instructions.	√		AF/R/I
5.5	Effective communication skills to model good practice for pupils and stakeholders	√		AF/R/I
5.6	Ability to self-evaluate learning needs and to actively seek learning opportunities	√		AF/R/I
<b>6.</b>	<b>Written Skills:</b>			
6.1	Writes clearly and accurately and is able to convey simple instructions/guidance or information.	√		AF/R/I
6.2	Effective use of ICT including Microsoft suite, to complete order forms and use spreadsheets.	√		AF/R/I

<b>7.</b>	<b>Additional Requirements:</b>			
6.1	Maintains high levels of confidentiality at all times	√		R
6.5	Ability to present a smart professional image in line with the Code of Conduct of the school	√		R/I
6.6	Engage in additional training and development including being proactive in identifying own development needs	√		AF/I
	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	√		DBS Disclosure

If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF/EOI (After short listing)
If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF/EOI (After short listing)